

Job Description: Kirklees Pupil Referral Service

Post Title: Teacher of English (Medical and Exceptional Needs Outreach)

Grade: Main Scale plus 1 SEN Point (2 depending upon experience)

Responsible to: Headteacher

Professional Responsibilities:

To carry out the professional duties of a teacher outlined in the most recent Teacher's Pay and Conditions document, including **Teachers Professional Standards**.

Pupil Progress

1. Coordination of tracking and assessment processes in English to monitor, report and evaluate the effectiveness of the curriculum and its impact on pupil progress.
2. Pastoral responsibility for named pupils within the PRS including the setting and reviewing of targets through additional needs plans.
3. Responsibility for sharing progress with schools, parents and agencies, through home reports, placement reports and reintegration reports.
4. Set individual targets (academic and personal/social), review and report on progress for all pupils.

General teaching responsibilities:

1. To plan and deliver the English curriculum for individuals and groups of pupils with a range of complex needs.
2. To provide a stimulating educational environment for specific groups of pupils with a range of complex needs.
3. To contribute towards curriculum development and differentiation across the school
4. To share in maintaining good order and discipline.
5. To support pupils and staff in mainstream schools where necessary.
6. To prepare reports as necessary for assessing, planning, monitoring, reviewing and evaluating pupils' progress.
7. To attend meetings as required by the Head Teacher.
8. To advise schools with regard to the SEN Code of Practice where required.
9. To contribute to the maintenance of up-to-date records within the service.
12. Support of pupils and their parents/carers in enabling pupils to make the most of the educational opportunities offered by the Service.

13. To liaise with other agencies when appropriate ie: (Social Services, YOT, CAMHS, and Connexions etc.) To develop education plans for individuals in the PRU and those taught on outreach.

Standard section for all jobs:

1. To keep abreast of developments in the areas of the National Curriculum, Special Educational Needs and teaching and learning.
2. To participate in Continuing Professional Development (CPD) and Performance Management as negotiated with the Head Teacher.
3. To carry out any other duties, appropriate to the level reasonably expected of a teacher paid on 1 SEN point, relating to the efficient organisation of the service
4. The teacher's duties must at all times be carried out in compliance with the Council's Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.
5. Take reasonable care of the health and safety of self, other persons and resources whilst at work.
6. Co-operate with management of the Service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
7. It is the duty of the teacher not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be for example from minority ethnic communities, women, disabled or older people, lesbians or gay men. The teacher should also counteract such practice or behaviour by challenging or reporting it.
8. To be responsible for carrying out the appropriate duties set out in the Teachers' Pay and Conditions Document as directed by the Head Teacher.
9. Carry out your duties with due regard to current and future Council policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Council communications.
10. As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.
Please click [here](#) to read our safeguarding policy.
Alternatively go to <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

PERSON SPECIFICATION

Post title: English Teacher (1 SEN)

		RANK	A (application) I (interview) SP (selection process)
Knowledge / qualifications:	▪ To be a graduate holding Qualified Teacher Status.	A	A
	▪ To have evidence of recent, relevant CPD.	A	A/I
	▪ Knowledge of equality of opportunity issues and how they can be addressed in schools.	A	A/I
	▪ An excellent understanding of current theory and best practice in teaching and learning.	A	A/I/SP
	▪ A good understanding of effective leadership and management in relation to raising pupils' attainment and school improvement.	B	A
	▪ Good understanding of effective strategies for gaining and maintaining high standards of behaviour.	A	A/I
	▪ Up-to-date understanding of safeguarding issues and procedures.	A	A/I
	▪ An understanding of the role of parents / carers and the community in school improvement and how this can be promoted and developed.	A	I
	▪ Knowledge of effective curriculum management and delivery.	A	A/I
Experience:	▪ Recent, significant and successful experience as a teacher in the secondary phase.	A	A/I
	▪ Understanding and application of Quality First Teaching principles.	A	A/I
	▪ A proven track record of raising attainment.	A	A/I
	▪ Significant and successful experience of teaching English Language up to Level 2.	A	A/I
	▪ Significant and successful experience of teaching a variety of texts in English Literature.	A	A/I
	▪ Experience of managing and using pupil attainment and tracking data to secure good / outstanding progress.	A	A
	▪ Experience of initiating and implementing strategies to improve parental involvement in their children's learning.	B	A/I
	▪ Experience of working with pupils with social, emotional & mental health difficulties either in mainstream or specialist settings.	A	A/I
	▪ Experience of liaison and partnership working with other professional agencies.	B	A

Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Excellent teacher. ▪ Ability to provide a model of best practice, through teaching in own or others' classrooms. ▪ Have a positive personal presence, good communication skills and a sense of humour. ▪ Relate well to pupils and be responsive to their needs. ▪ Be able to develop and maintain effective relationships with all members of the school community and outside agencies. ▪ Be approachable, accessible and flexible. ▪ Be able to work effectively under pressure, prioritise appropriately and meet deadlines. ▪ Be able to travel efficiently to and from any part of Kirklees. ▪ Hold a current UK driving license. 	A A A A A A A A A	A/I/SP A/I I I/SP A I A/SP A A
Special conditions:	<ul style="list-style-type: none"> ▪ Motivated to work with children & young people with a wide range of learning, social, emotional and health needs. ▪ Emotional resilience in working with young people who sometimes exhibit challenging behaviours. ▪ The post holder may be required to work outside of normal school hours on occasion, with due notice. ▪ Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process. 	A A A A	A I A/I/SP A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.

The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications.

- You must have all the A's on day one to be able to do the job
- You need to have all the B's to do the job, but they could be learnt during the induction period
- If you have C criteria this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria may be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.