TUBBENDEN PRIMARY SCHOOL Job Description

**Lead Teacher for Additionally Resourced Provision**

**Summary of the Post**

The post-holder will work with the Inclusion Manager to lead Tubbenden’s Additionally Resourced Provision for children with severe and complex needs to ensure that the needs of those children are met effectively and efficiently. They will be responsible for the day-to-day management of the Provision, and will have a three day teaching commitment.

**Pay**

In addition to payment on the Main Professional Scale or the Teachers’ Upper Pay Spine (if post-threshold) and a SEN allowance (currently £2106) the post-holder will receive a Teaching and Learning Responsibility Point (TLR) 2a (currently £2667).

**Line of responsibility**

The Lead Teacher of Provision is directly responsible to the Inclusion Manager.

**Line management**

The Lead Teacher of Provision is responsible for the line-management of all teachers within the Provision Team.

**JOB CONTENT**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). It may be modified by the Headteacher, with the postholder’s agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

In addition to the basic role of teacher the specific requirements of a Provision Lead Teacher include:

**Administration**

1. Ensure the smooth day to day running of the Provision;
2. Ensure planning meetings run smoothly and effectively;
3. Ensure Provision activities are well organised, including those linked with the inclusion of children into the Mainstream;
4. Liaise with administrative staff;
5. Ensure medium-term plans are prepared for each term.;
6. Ensure that all assessment takes place;
7. Manage arrangements for Annual Reviews and termly consultation meetings;
8. Prepare termly information for parents;
9. Attend meetings with Leaders when necessary;
10. Maintain an overview of the Provision budget in consultation with finance staff.

**Accountability, Impact, Strategic Direction and Development**

1. Identify relevant school improvement issues related to pupils with higher level special educational needs;
2. Define and agree appropriate improvement objectives for the Provision;
3. Provide the Headteacher with relevant pupil performance information;
4. Line-manage the work of Provision staff, acting as team leader and undertaking performance management for all Provision-based teachers;
5. Take a lead role in raising standards within the Provision;
6. Ensure that key decisions are within the remit of school policy;
7. Work with the Inclusion Manager and Provision staff to set the strategic direction of the Provision;
8. With SLT, plan and implement strategies where improvement needs are identified;
9. Support staff in trialling new initiatives and ideas.
10. Identify appropriate achievement targets;
11. Using the school’s systems, monitor pupil standards and achievement against annual targets;
12. Evaluate the impact of all improvement activities on the quality of teaching and learning;
13. As appropriate, monitor planning, curriculum coverage and learning;
14. Monitor standards of pupil behaviour and application within the Provision;
15. Contribute to overall school self-evaluation;
16. Ensure that the schools Safeguarding and Child-Protection policy is strongly adhered to within the Provision;

**Supporting Teaching and Learning**

1. Ensure continuity of practice across the Provision.
2. Ensure the effective implementation of school policies;
3. Take a lead role in developing teaching and learning;
4. Support staff within the Provision to secure high standards;
5. Lead the Provision in reflecting on whole school training;
6. Maintain personal expertise and share this with other teachers;
7. Act as a role model of good classroom practice for other teachers, modelling effective strategies with them;
8. Promote the development of inclusive practice.

**Discipline and Welfare**

1. Monitor behaviour within the Provision;
2. Provide pastoral support for teachers within the Provision;
3. Provide pastoral support for all children within the Provision.

**Other**

1. Organise specific productions and events within the school’s calendar.
2. Attend Wider Leadership Team meetings as required.

**Conditions of employment**

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.