**JOB DESCRIPTION**

**THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES, INCLUDING AN ENHANCED DBS CHECK.**

**POST TITLE:** HEAD TEACHER – PUPIL REFERRAL UNIT with responsibility for alternative education across the local authority

**GRADE:** Grade L19-24 (currently £57,237- £67,290)

**RESPONSIBLE TO:**  The Chief Executive Liverpool City Region Academy Trust

**LOCATION:** Emslie Morgan Academy

**ORGANISATIONAL RELATIONSHIPS:**

This is a senior post within the local Trust which will require the postholder to establish strong working relationships with schools, vocational providers and colleagues across Children and Adults Services.

**DESCRIPTION OF ROLE:**

The postholder will be responsible for the operational management of the Pupil Referral unit, ensuring it is fully compliant with legislation and local standards

The postholder will also play a lead role in working with the Strategic Manager for SEND and Inclusion to further develop inclusive practice across schools, reduce exclusion and ensure alternative provision is high quality, safe, effective and relevant.

**DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

**Vision**

• Work with key stakeholders to further strengthen inclusive practice in education, working proactively with schools to maintain children and young people with challenging behaviour in mainstream provision where appropropriate;

• Embrace and foster a collaborative approach with schools and others to maximise educational opportunities for children and young people with a range of different needs including those with behavioural difficulties and additional needs

• Model the values and vision of the PRU and motivate and empower others to carry the vision forward;

• Promote a culture in school and with others of respect and nurture that values children and young people and ensures their welfare and safety is paramount;

• Provide an environment in which staff and children are enabled to achieve their full potential.

**Strategy and Leadership**

• Work with the local authority, schools and other stakeholders to ensure the PRU develops as a centre of excellence for alternative provision across Wirral promoting inclusion across schools and reducing the need for permanent exclusion;

• Maintain high morale and model professional standards and leadership at all times;

• Engage the full PRU community in systematic and rigorous self-evaluation to identify strengths and areas for further development, underpinned by robust data analysis systems;

• Lead on the development and implementation of the development plan ensuring involvement and participation from the full school community and its partners;

• Work closely with the representatives of the Trust in the compilation and presentation of effective and timely reports to the Trust Board;

• Develop strong relationships with schools and the local authority and other stakeholders to ensure provision is effective, appropriate and value for money;

• Ensure the PRU complies with all statutory requirements particularly those relating to the safeguarding of children and young people;

• Effectively manage the recruitment, deployment and performance of staff in accordance with agreed policies and procedures including statutory regulations and the Scheme of Delegation as issued by the Trust;

• Ensure that the work of the PRU contributes positively to Ofsted inspections and judgements for both the school and the local authority.

**Teaching and Learning**

• Provide a broad, balanced, relevant and enjoyable curriculum with appropriate pathways for accreditation;

• Ensure children and young people are provided with support and intervention to address issues that impact on their ability to achieve;

• Ensure that the academic and social curriculum meets each young person’s needs and entitlement and promotes literacy and numeracy across the full curriculum offer;

• Promote high quality teaching and learning and foster a culture of continuous improvement;

• Develop, monitor and evaluate the quality of teaching and learning for all children and young people;

• Acknowledge excellence and address poor performance across the range of provision;

• Demonstrate the principles and practice of effective teaching and learning;

• Ensure that teaching and learning is personalised to individual children and is regularly reviewed to monitor effectiveness;

• Ensure that achievement is maintained and improved and that challenging targets are set for individual children and the PRU;

• Ensure effective interventions and planning to support the transition of children and young people to appropriate learning placements;

• Ensure the Local Governing Body have robust data on teaching and learning in order to hold the school to account.

**Operational Management**

• Establish and embed appropriate structures and systems and manage the PRU

effectively and efficiently on a day to day basis;

• Ensure Trust and associated PRU procedures are fully implemented ensuring all staff are aware of expectations and responsibilities;

• Ensure effective behaviour management strategies are in place when children and young people are on site or engaged in authorised activities away from the premises;

• Ensure practices to safeguard children and young people are subject to continuous review;

• Ensure the performance management of the PRU is undertaken in line with the adopted performance management policy;

• Ensure an appropriate staffing structure including recruitment and selection;

• Ensure that developmental needs for individual staff members are identified and actioned as part of the performance management processes

• Take overall responsibility for the management of the PRU buildings including health and safety and to lead on the resolution of identified issues;

• Ensure efficient formulation of annual budgets that are subject to rigorous monitoring procedures and provide value for money;

• Manage and organise accommodation effectively;

• Seek to attract additional funding to support future developments;

• Ensure that staff are deployed efficiently and that staff are organised, managed and motivated to deliver effective services;

• Ensure proper procedures are in place to monitor and review operational arrangements to ensure they remain fit for purpose.

**Local Governing Body**

• Ensure the Local Governing Body is kept fully informed of the vision and performance of the PRU and are encouraged to participate actively in the functions of the PRU;

• Produce regular reports for submission to the Local Governing Body to ensure they are kept informed of progress and alerted to any issues;

• Ensure the Local Governing Body is fully involved in the oversight of the provision providing high levels of support and challenge;

• Engage with the Local Governing Body to appropriately identify priorities for the strategic development of the PRU to include the review of such priorities;

• Engage with the Local Governing Body to ensure they have a key role in school self-evaluation.

**Communication**

• Establish strong communication with parents/carers, children and young people and key stakeholders to further develop the quality and scope of provision and participation;

• Ensure that parents/carers are given information at timely intervals about the curriculum, progress of their children and other matters affecting the school so as to promote a common understanding of its aims;

• Encourage family involvement in the management and development of the provision;

• Develop links with the community to foster mutual understanding and to enrich the educational provision for children and young people.

**Additional Duties**

• Undertake any additional duties as directed by the line manager which are commensurate with the grade of the post.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Quality Assurance**

Set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

Establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

**Communication**

Establish and manage the team communications systems ensuring that the PRU procedures, policies, strategies and objectives are effectively communicated to all team members.

**Professional Practice**

Ensure that professional practice in the team is carried out to the highest standards and developed in line with the PRU’s stated objectives of continual improvement in quality of its service to internal and external customers.

**Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

**General Management**

Provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the PRU policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

**Financial Management**

Manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

**Appraisal**

Ensure that all members of staff receive performance management and emphasise the responsibility of each member of staff to follow guidance on the appraisal process.