**EMSLIE MORGAN ACADEMY**

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| JOB TITLE | **Vulnerable Centre Lead Teacher** |
| GRADE | **MPS 2 - 4 + SEN** |
| LOCATION OF WORK | **Emslie Morgan Academy** |
| RESPONSIBLE TO | **Deputy Headteacher** |
| HOURS OF DUTY | **Full time** |

**SCOPE OF THE JOB**

The post holder will support delivery of the National Curriculum in English and Maths up to GCSE level, and support learning of a wide range of young people in KS3 and KS4 who are out of the traditional mainstream school setting. The ability to offer a second subject will be an advantage.

**KEY TASKS AND ACCOUNTABILITIES**

**Support for the young person**

* To establish good working relationships with the young people acting as an excellent role model and setting very high expectations
* To challenge and inspire the young people to acquire subject knowledge/skills and develop ideas so as to increase their knowledge and understanding
* To oversee the work of linked TA’s
* To plan effectively, setting clear objectives that pupils understand and use methods that allow all young people to learn effectively
* To manage pupils well and insist on high standards of behaviour
* To assess pupil’s work thoroughly and regularly and use assessments to help and encourage pupils to overcome difficulties
* To support the young people to show an interest in their work and be able to sustain concentration and think and learn independently
* To support young people to understand what they are doing, know how well they have done and how they can improve
* To monitor individual pupil progress within the area and measure against agreed targets
* Assist with the development and implementation of ILP’s, BSP’s
* Promote inclusion and acceptance of all young people
* Encourage young people to interact with each other and engage in activities to promote increasing their self-confidence and self-esteem
* To use resources, especially information and communication technology effectively to support and enhance the curriculum
* Keep comprehensive and up to date records to monitor pupil progress and feed into all whole school recording, reporting and assessment.
* responsible for providing break and lunchtime supervision as required

## Support for the Curriculum

* Support for delivery of the agreed curriculum, taking into consideration pupil learning styles, abilities and barriers
* Support the delivery of literacy/numeracy programmes through support staff monitoring their recording and reporting procedures and supporting them in providing feedback to pupils
* Ensure that the use of ICT is high profile in all learning activities and develop the young persons competence and independence in its use
* Prepare, maintain and use equipment/resources required to meet the needs of the lesson plan/relevant activity and assist the young person in their use
* Work collaboratively with colleagues, respecting their knowledge and expertise and encourage cross-curricular mapping and collaboration to maximise the learning of the pupils.

**Assessment and reporting**

* monitor and evaluate pupil progress through meetings
* ensure that permanent records of pupils’ work are well kept and that pupils work and portfolios are marked to a high quality in line with school policy
* lead on National Curriculum level assessments for pupils within caseload and participate in internal moderation exercises, and to contribute to other assessments
* to support pupils in achieving accreditation, awards and qualifications appropriate to their age, interests and ability
* contribute to Pupil Progress Reviews, Individual Education Plans (IEPs), Annual targets and attend relevant meetings

**Data collection**

* responsible for ensuring accurate and appropriate data collection systems are followed and used as an effective assessment for learning tool

**Support to School**

* Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
* Be aware of and support difference and ensure that all young people have equal access to opportunities to learn and develop.
* Contribute to the school ethos, aims and areas identified for improvement in SEF/Improvement Plan
* Appreciate and support the role of other professionals
* Attend relevant meetings as required
* Participate in training and other learning activities as required
* Support colleagues in organising visits, trips and out of school activities were appropriate
* Contribute to the monitoring and evaluation of all policies and support the development and improvement of whole school strategies to raise pupil attendance, engagement, achievement and personal development.

The details contained within this job description reflect the content of the job at the time it was created. At some point in the future, some duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the governors of Emslie Morgan Academy will expect the Headteacher to revise the job description from time to time and consult with post holders at the appropriate time.

Emslie Morgan Academy is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate.