



SHROPSHIRE COUNCIL

Tuition, Medical & Behaviour Support Service (Pupil Referral Unit)

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

Details of Post

Designation:	Head Teacher Tuition, Medical & Behaviour Support Service (Pupil Referral Unit)
Post Number (s):	
Scale:	Leadership Group
Salary Range:	L21 – L28
Hours:	Full Time

General Information

The appointment is to the Tuition, Medical & Behaviour Support Service (Pupil Referral Unit) which provides education, based at six Education Centres, for pupils who, by reason of illness, exclusion or otherwise, are being educated out of school. The Service caters for pupils in KS1 to KS4 who have a wide range of needs. It also provides teaching support in two hospitals, individual teaching and shared placement provision for pupils in mainstream schools. Children are referred via a Multi-agency panel. The main work of the Service is to include and reintegrate into the child's original or another mainstream school where possible, or work towards a suitable long term placement.

The purpose and function of the Service is to provide alternative education packages for KS1 to KS4 pupils who are unable to maintain their full time placement in mainstream school. The Service works in partnership with mainstream schools, providing an intensive intervention and assessment package working towards full reintegration. The main focus of the Service lies in promoting positive behaviour and attitudes to learning for pupils who are currently having difficulty or who are at risk of exclusion. At KS4 the Service focus is to support pupils through full-time programmes including GCSE, work experience and vocational courses.

Level of Post

The post holder will be responsible to the TMBSS Governing Board.

Main Purpose of Post

Our Ethos is to have the prime purpose of giving the child the ability to recover their educational potential (often after or during difficult experiences), feel safe and supported and to have the best chance to progress in school and beyond.

The post holder is accountable for the leadership, strategic and operational management of the service. This includes the rolling review and implementation of the School Development Plan, and familiarisation with all relevant legislation, DfES policies, guidance and the national policy framework.

The post holder will give professional leadership to the Service, that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

The post holder will ensure that Safeguarding is of paramount importance.

Strategic Leadership

The post holder will be required to:

- maintain an ethos of inclusion and restoration
- provide educational vision and direction which secures effective teaching, learning and achievement by pupils
- ensure the vision and ethos of the Service is clearly understood and promoted in everyday practice so as to achieve positive and sustained improvement for pupils
- maintain the Service ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- ensure that strategic planning takes account of the diversity, values and experience of the Service and community at large and is orientated around learning.
- ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives

Educational Excellence

He/she will also:

- ensure a consistent and continuous Service-wide focus on pupils' achievement, using monitoring of pupils' progress information
- implement a diverse, flexible curriculum and an effective assessment framework
- explore creative, responsive and effective approaches to learning and teaching
- ensure learning is at the centre of strategic planning and resource management
- ensure a culture and ethos of challenge and support where all pupils can be engaged and achieve success
- implement strategies which secure high standards of behaviour and attendance

- take an informed view of role of new and emerging technologies which may enhance the learning experience of pupils
- regularly review classroom practice and promote improvement strategies
- challenge underperformance at all levels and ensure effective corrective action and follow up
- build a Service culture and curriculum, which take account of the diversity of the Service's communities
- ensure positive strategies for challenging racial and other prejudice and dealing with abuse
- ensure contacts and learning experiences for pupils which are linked to the wider community
- collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- maintain effective partnerships with parents and carers to support and improve pupils' achievement and personal development
- seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school
- contribute to the development of the education system by sharing effective practice, innovative working and partnership with other schools
- co-operate and work with relevant agencies to protect pupils
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject

Operational Management

On a continual basis, the post holder will, with regard to teaching:

- ensure that the range, quality and use of all available resources is monitored and reviewed to provide quality of education and value for money
- manage the Service's financial and human resources effectively and efficiently to achieve the Service's educational goals and priorities
- maintain an organisational structure that reflects the Service's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- implement successful appraisal processes with all staff
- motivate and work with others to create a shared culture and positive climate
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities with regard to staff:
- recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Service
- ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- treat people fairly, equitably and with dignity and respect to create and maintain a positive Service culture
- develop and maintain effective strategies and procedures with staff induction, professional development and performance review
- acknowledge the responsibilities and celebrate the achievements of individuals and teams

- manage and organise the Service environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations with regard to self:
- regularly review own practice, personal development and set personal targets
- manage own workload and that of others to allow an appropriate work/life balance
- reflect on his/her personal contribution to Service achievements and take account of feedback from others and with regard to the Governing Board:
- work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities
- fulfil commitments arising from contractual accountability to the Governing Board

Conditions of Service

Teachers are employed under the national provisions of the School Teachers' Pay and Conditions Document and the Conditions of Service for School Teachers in England and Wales. Employment is also subject to relevant regulations in force and any local agreements reached. On appointment teachers are advised of their terms and conditions of employment with a Statement of Written particulars.

Travelling expenses will be paid in accordance with the scheme for essential car users, subject to annual review.

The post is based at TMBSS Head Office in Shrewsbury.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. The post holder must maintain a full current UK driving licence. You are entitled to claim for reimbursement of the costs of travel on council business at the agreed flat rate per mile.

Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

Satisfactory employment references,

Medical report,

Evidence of the qualifications required for the post/listed on your application form.

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information