**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **JOB TITLE:** | 1 ACE Outreach Lead Teacher |
| **SALARY SCALE:** | £33,500 - £36,500 |
| **SERVICE AREA:** | Education |
| **RESPONSIBLE TO:** | Head of hub school and Head of Education |
| **WORKING HOURS:** | Monday to Friday, 08:30am – 17:00pm |
| **JOB PURPOSE:** | To be responsible for school leadership and management within the school. To be responsible for the day to day running of the 1 ACE Outreach programme and work collaboratively with the Head of Education and the head of the local hub school. To lead on curriculum, teaching and learning within the school, ensuring an ongoing process of curriculum development to best meet the needs of the students and effective delivery. To ensure curriculum increases access to further opportunities, through accreditation, SEMH development and identification of progression paths. To ensure examination and curriculum requirements are managed if relevant i.e., SATs, Functional skills, Asdan and where appropriate GCSE’s.  To ensure pupils are safe, supported and challenged to be their best. |
| **SAFEGUARDING**  **REQUIREMENTS** | The post holder must undertake an enhanced DBS Disclosure check prior to their employment and then on a 3-yearly update.  Five Rivers requires full and satisfactory employment references.  We require all new employees to bring proof of their identity and proof of right to work in the UK |
| **BENEFITS:** | ­­­­Holiday entitlement as per school holidays, Pension scheme; Perkbox (high street and online discounts); Simply Health scheme (allowing you to claim towards the costs of your everyday health such as physio and prescriptions). |

**RESPONSIBILITIES AND DUTIES**

* To work closely and collaboratively with the Head of Education and the Head of the local hub school to promote outstanding performance, ensure the education provision is inclusive, effective and innovative, to develop 1 ACE outreach improvement plans and ensure their implementation is successful.
* To lead and manage the 1 ACE outreach provision to achieve success, meet with statutory requirements laid out in the independent special school regulations and provide a first-class education within a specialist therapeutic environment
* To ensure high quality outcomes for pupils across the age range of the school by further developing maintaining an outstanding provision for pupils.
* To support the development of the 1 ACE outreach provision, by finding new alternative education locations and ensuring the quality of each is regularly monitored, using the existing Five Rivers 1 ACE outreach format.
* To support and provide guidance in the referral process to the 1 ACE outreach programme.
* To ensure the effective performance management and development of all school staff, maintaining high expectations of practice in teaching and learning throughout the school.
* As the Lead Teacher, working with the governance model, senior leaders from other provisions and school staff will develop a strategic view for the 1ACE outreach provision in the context of its wider community and will ensure accurate self-evaluation to inform education improvement planning.
* To collaborate closely and regularly with the Lead Teachers of the other Five Rivers 1 ACE Outreach provisions, delivered across the country. To share good practice and support in the development of each provision as a result.
* To be supportive in the need that staff may have to be flexible and teach/support in the local hub school if the numbers demand.
* To provide an example of excellence and innovation as a leading classroom and alternative provision practitioner; inspiring and motivating teaching staff
* To manage teachers to write effective, targeted and detailed Individual Education Plans and school reports, maintaining accurate records evidencing planning and progress.
* To lead, motivate, support, challenge and develop all staff to secure continual improvement.
* Undertake Performance Management & Line Management responsibilities for a group of teachers and associate staff in the school.
* Deploy staff and resources efficiently and effectively to meet specific objectives in line with strategic plans and financial contexts.
* To identify and manage risk, writing risk assessments and cascading to the staff team.
* As the Lead Teacher to manage a delegated annual budget.
* Secure and sustain effective teaching and learning throughout the school.
* To manage the delivery of KS2, KS3 and potentially a KS4 curriculum following the Five Rivers curriculum and assessment policies.
* To review lesson planning and IEPs for all students regularly ensuring that practice and progress is evaluated, raising students’ achievements.
* To monitor the assessment of students using a robust assessment framework, ensuring that assessment is regular, accurate and informs planning and target setting.
* To ensure that IEPs and lesson plans meet the needs of students and promote progress, demonstrating triangulation between EHCPs, IEPs and lesson plans.
* To manage EHCP, ARs and PEPs for all students and provide progress reports, working with additional professionals to promote the progress of students and promoting multi agency working.
* To ensure that DfE and OFSTED regulations are maintained to the highest standards, including maintaining administrative processes, recording and reporting systems, taking responsibility for Ofsted inspections.
* Full understanding and practical knowledge of the SEN Code of Practice.
* To demonstrate responsibility for safeguarding and promoting the welfare of children within the home and schools.
* Promote and develop a welcoming, child centred environment and uphold the highest standards of honesty, integrity and vigilance in encouraging the very best for the young people in our care.
* To ensure that the young people when confronted with stressful situations or crisis are offered appropriate support and to support staff with positive behaviour management strategies.
* Ability to integrate the budget plan with whole school improvement and take responsibility for holding the budget.
* To develop effective working relationships with SEND teams, Virtual Schools, social workers and other external professionals to ensure the needs of the student in all aspects are met and exceeded.
* Demonstrate commitment to the philosophy and ethos of Five Rivers

As an organisation we are committed to promoting Equality and Diversity. To ensure

commitment is put into practice; we have policies which seek to eliminate unfair and unlawful discrimination. All employees have a role to play in supporting equality and diversity ensuring that the home and service we deliver is free from discrimination for both children and adults

**It is the nature of work of Five Rivers that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and must be undertaken.**

Signed ……………………………………Date ………………………………

(Job Holder)

Signed

(Line Manager) …….……………………Date ………………………………

|  | **ESSENTIAL**  The minimum acceptable levels of safe and effective job performance | **DESIRABLE**  The attributes of the ideal candidate | **Assessment Method** |
| --- | --- | --- | --- |
| **Experience** | * Excellent Practitioner * Experience of being a successful Leader in Education * Working within a Special Education Setting (SEMH/SpLd) * Experience of working in Safeguarding and Child Protection * Developing a ‘sense of belonging’ within a school * Experience of working with a range of students, particularly between the ages of 7 and 12, including SEMH * Experience of Ofsted inspection processes and an ability to work successfully and collaboratively with HMIs * Experience of curriculum development and accreditation | * Experience of working with CLA in children’s homes * Experience of alternative provision and developing new locations for a provision | Application Form and interview |
| **Qualifications/ Knowledge** | * QTS * Degree * Higher qualification (Masters, NPQH) * Understanding of the Ofsted inspection framework * Enabling Environments/Therapeutic Communities * Thorough knowledge of National Curriculum * Understanding of assessment to inform practice and development * Knowledge of child development with an ability to be able to relate theory to practice | * Evidence of CPD/Qualification in ESBD * Evidence of CPD/Qualification in therapeutic intervention in childcare/child development * Working towards a further qualification * Experience of a ‘life without levels’ approach to assessment | Application Form and interview |
| **Skills/**  **Abilities** | * Leadership skills * Staff supervision * Well-developed written and verbal communication * Management of budgets and staff rotas * Staff development and mentoring skills. * Ability to provide both support and challenge to staff to ensure outcomes. * Analytical (transforming knowledge into practice) * Time management * Able to work closely parents/carers of day pupils to support outstanding outcomes * Able to collaborate effectively with registered managers in the residential homes * Ability to build appropriate relationships with young people and staff, ensuring excellent communication between all * Emotional resilience in working with challenging behaviours * Ability to manage challenging behaviours including knowledge of de-escalation skills |  | Application Form and interview |
| **Health** | To be fit and able to fulfil the physical requirements of the role, together with reliability in attendance at work |  | Health Questionnaire |
| **Training** | Willing and able to participate in training and professional development.  Able to attend occasionally training in other company locations. |  | Application Form  Interview |
| **General** | Eligible to work in UK.  Able to work extra hours to cover  sickness or leave at short notice.  Be willing to work in other locations of the company if required | Hold a full driving licence  Able to drive a car and wiling to drive between the locations for the 1 ACE programme. Business Insurance would be benefical    Understanding of Health and  Safety in the workplace | Application Form  Interview |