



## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

<b>JOB TITLE</b>	Head of Alternative Provision/Teacher of SEN
<b>GRADE</b>	Band A – Band B plus Management Allowance (MA) 2
<b>RESPONSIBLE TO</b>	Head of Inclusion and SENCO
<b>JOB PURPOSE</b>	Alternative Curriculum - Inclusion Faculty To develop and coordinate Inclusion strategies to raise achievement of students on the Alternative Curriculum To lead and develop the Alternative Curriculum

***All staff have a responsibility for promoting and safeguarding the welfare of children and young person s/he is responsible for or comes into contact with***

### KEY TASKS

- To liaise with senior staff, other Heads of Faculty/Department and Year Heads to ensure that school policies are implemented.
- To lead, develop and monitor strategies to maximise student potential across the Alternative Curriculum in conjunction with Heads of Faculty/Department.
- To assist in the monitoring and evaluation of the effectiveness of teaching and learning in the Inclusion centre
- To lead and involve all departmental staff in the development planning for the Department.
- To promote and maintain effective communications with Year Teams and the Head of Inclusion.
- To work with colleagues to evaluate and inform the Inclusion Faculty's Development Plan.
- To promote a purposeful, disciplined and thriving learning environment within the department which aims to raise student expectations and self-esteem.
- To oversee the creation of relevant records and reports (AR&R), including those for communicating and consulting with parents of students on the Alternative Curriculum pathway.
- To represent the area, as necessary within the faculty, through the school's consultative structure and to consult with SLT on matters concerning the Department.

- To manage the development of staff in accordance with whole school, Department and individual needs.
- To liaise with and support the Head of Faculty.
- To assist the HOY and Head of Inclusion with the Year 9 options process.
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