

## JOB DESCRIPTION

<b>Post Title:</b>	Head of Subject for Fen Rivers
<b>Location:</b>	Kings Lynn, Norfolk
<b>Department:</b>	Fen Rivers Advocacy Team
<b>Salary Grade:</b>	Teacher Upper Payscale plus TLR and SEN allowance
<b>Contract:</b>	Permanent; 35 hours per week: Monday – Friday term time only
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>Teachers, Recruitment and Progression Officer, Administrator and other staff as required.</li> <li>Developing positive relationships with students, parents/carers, external agencies (e.g. social services) and other key stakeholders.</li> </ul>

### Purpose of the Job:

- To provide effective leadership and management on a specific academy for; delivering a safe and secure education provision for students with complex needs and behaviours.
- To be the driver in behaviour management and student support for complex and vulnerable students.
- To manage the educational environment, which supports and motivates students with complex needs, whilst they undertake a high quality and aspirational curriculum.
- To drive performance and outcomes in engagement, curriculum, quality of teaching, safety, achievement and progression.
- To work with the Operations Manager to ensure that the Academy's overall effectiveness is judged by OFSTED as consistently good or outstanding.

### Main Responsibilities

#### Curriculum

- To be responsible to the Headteacher for the organisation, teaching and assessment of subjects and courses, as part of the curriculum of the whole school.
- To establish and make explicit aims and objectives for the teaching of subjects and to review, evaluate and develop the curriculum to meet these objectives.
- To ensure that syllabuses and schemes of work are produced, monitored, and reviewed.
- To develop assessment processes which are compatible with national and school policy.
- To develop structures to ensure progression and continuity in terms of cross-curricular work.
- To promote teaching and learning styles which are consistent with The Bridge Teaching and Learning Principles.
- To contribute, as necessary, to the planning of the school timetable.
- To ensure that wall displays within teaching and resource areas assist learning and reflect the high quality of work expected of pupils.

#### Teaching Staff

- To accept the general leadership role associated with posts in middle management in schools.
- To co-ordinate and monitor the quality of work of subject teaching staff.

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- As well as establishing professional standards for the whole subject he/she is responsible within guidelines laid down by the school, for the deployment, development and monitoring of staff who teach in the subject, for the allocation and use of resources and for the establishment and implementation of policy within the whole school structure.
  - He/she is also responsible for liaison with feeder Schools and other outside agencies as appropriate.
  - To facilitate the sharing of good practice in teaching and learning throughout the subject and to proactively nurture the development of individual practitioners to establish outstanding teaching and learning.
  - To assist with recruitment, appointment, deployment, and monitoring of staff.
  - To make arrangements for the induction of newly appointed teachers within the subject and to provide a full programme of guidance and support for these teachers.
  - To promote the professional development of all teachers within the subject, and to assist in performance management procedures within the agreed framework.
  - To be responsible for supervision of student teachers within the subject.
  - To ensure that appropriate work is set when subject teachers are absent.
  - To establish an effective structure for subject consultation and communication including the chairing of meetings and working groups.

#### Support Staff

- To assist with recruitment, appointment and deployment of support staff/volunteers as needed.
- To be responsible for the supervision of the work of support staff/volunteers.

#### Pupils

- To establish and implement clear guidelines for standards of work and behaviour within the curriculum.
- To co-ordinate procedures for monitoring and recording of progress, and the setting of targets.
- To ensure that pupils' work is regularly assessed, that feedback to facilitate progress is given and acted upon, and that adequate homework is set.
- To organise the setting and marking of internal tests and examinations.
- To liaise with the SENCO in helping support pupils' individual needs.
- To co-ordinate appropriate interventions for pupils making less than good progress, monitor the impact and record progress data in line with agreed school protocols.
- To advise and organise the allocation of pupils into teaching groups.
- To be responsible for the writing and issuing of reports, progress checks and references within the subject.
- To be responsible for liaison with the Examinations Officer about external examination entries and procedures within the subject as appropriate.
- To be responsible for all arrangements for pupils taking internal and external examinations.

#### Community

- To ensure effective dialogue with parents in accordance with school policies.
- To ensure that the subject is properly represented on parents' evenings.
- To develop links with the community and with industry as appropriate.
- To liaise with feeder schools and with other post-16 institutions. To liaise with external agencies as necessary.

#### Resources and Accommodation

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- To be responsible for subject cost centres.
  - To allocate resources within the subject to meet curriculum objectives.
  - To be responsible for ordering, recording and making an inventory of resources within the subject.
  - To establish and enforce standards for proper care of accommodation, furniture and equipment within the subject.
  - To advise the Assistant Head Teacher about future needs of the subject for resources and accommodation.

#### Additional information

- Fen Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice will be followed, and pre-employment background checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced DBS check.
- At Fen Rivers we value equality, diversity and inclusion. We are wholeheartedly committed to the principle of equality of opportunity, both as an employer and as a provider of services. Diversity and Inclusion is part of what we do every day, working to deliver our vision to build a strong society where everyone has good people around them, a purpose, and a good place to live.

#### Special conditions of employment

##### Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.
- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Academy's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

##### Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Academy's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

##### Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

##### Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are

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responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

- The Academy and the Trust are committed to equality and value diversity. As such the Academy and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Academy and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking or Vaping Policy**

- This applies to all Academy premises and those where Academy services are provided.

***The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by the headteacher that are broadly within the level of the post.***

## Person Specification

The person specification describes the skills, knowledge and experience required to carry out the job and will also be used in the shortlisting and interview processes.

### Experience

#### Essential

- Experience of working with a cohort of young people including those with complex, high behaviour and additional learning needs.
- Experience with safeguarding procedures and promoting the welfare of learners.
- Extensive behaviour management experience with students who have complex needs and extreme behaviour.
- Line management experience, setting KPIs and conducting regular supervisions.
- Relevant classroom teaching experience.

#### Desirable

- Experience of working with disengaged or hard to reach young people

### Knowledge

#### Essential

- Significant knowledge of Teaching and Planning
- An understanding of the political and educational context of social
- A clear understanding of the National Curriculum and its application.
- A robust knowledge of behavioural techniques and theories and their application.
- Knowledge of the statutory requirements of equal opportunities, discrimination, health and safety, safeguarding and child protection.
- A sound knowledge of planning and assessment techniques.
- A secure knowledge and understanding of subject(s)/curriculum area(s) and related pedagogy.
- An extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

### Skills and Abilities

#### Essential

- Ability to work effectively with students with complex needs
- Ability to communicate effectively both in verbal and written form.
- Ability to effectively use a variety of teaching and organisational styles and resources, including ICT to deliver outstanding teaching and learning
- Ability to work as part of a team to deliver a holistic educational package.
- Ability to cope with emotionally demanding situations.
- Ability to manage your time effectively.
- Flexible creative and adaptable approach.
- Ability to build positive and professional relationships with students, colleagues, parents/carers and other stakeholders as appropriate.

Qualifications
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• QTS</li> <li>• Degree in related subject.</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Awareness of and commitment to Equality &amp; Diversity</li> <li>• Willing to travel and work flexibly.</li> <li>• Desire to develop and undertake training as required</li> </ul>