

GRADE:	MPS/UPS + SEN Allowance + TLR2b
ACCOUNTABLE TO:	Head of School
RESPONSIBLE FOR:	Teaching and learning of pupils. Operational lead for Head of School.

MAIN PURPOSE

To support the development and achievement of WSAPC's vision to secure success and improvement.

To ensure that all pupils admitted to the respective centre receive high quality education appropriate to their age, ability and any special needs they might have.

To enable each pupil to maximise and achieve their educational potential.

KEY RESPONSIBILITIES

1. To be the operational and day to day lead and deputise for the Head of School when they are not at the centre
2. Take operational lead on pastoral and behavioural responsibilities at the centre and act as the communication link to Head of School for day to day decisions
3. In collaboration with all APC staff, support and maintain a positive ethos and culture which will secure effective learning and provide high standards of achievement and behaviour
4. Work in partnership with the Head of School to develop pastoral care whilst promoting a safe and stimulating learning environment
5. Take responsibility for the pastoral care of identified students. Write and/or contribute to ILP's/PEP's and target setting, and implement agreed positive behaviour management strategies at the Centre
6. Implement the National Curriculum by assisting in developing and monitoring teaching programmes for identified pupils as agreed with the Head of School.
7. Manage, appraise and supervise identified staff to ensure that a suitably skilled and motivated workforce is in place with the knowledge and capability to deliver the College's strategic and operational goals
8. Support the School Improvement Plan initiatives, policies and practices which reflect the College's commitment to high achievement through effective teaching and learning
9. Develop plans for aspects of new curriculum work which identify clear targets, timescales and success criteria for its development and maintenance in line with APC's current policies and practices
10. Monitor progress for pupils for whom s/he has responsibility and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes
11. Contribute to Ofsted Self Evaluation documentation as part of the staff team



12. Support and contribute to the vision, ethos and policies of APC and promote high levels of achievement and behaviour
13. Participate in evaluating the effectiveness of WSAPC policies and developments and the analysis of their impact on student progress
14. Support the Head of School in maintaining and developing positive relationships with and between pupils and staff in APC
15. Support the Head of School in maintaining and developing positive relationships with and between schools/other external providers and APC
16. In consultation with the Head of School to identify priorities for subject-based expenditure, monitoring the effectiveness of spending and usage of resources
17. Take on tasks related to the day to day organisation of the Centre as determined by the Head of School
18. To take the operational lead and support the Head of School in safeguarding and promoting the welfare of children and young people, and ensure strict adherence to the safeguarding and child protection procedures adopted by the College
19. Perform any other duties which are reasonably required by the Head of School/SLT
20. Actively engage with a full range of CPD opportunities, particularly those that relate to the advancement of alternative provision, the education of sick children and/or special needs, and developing personal leadership qualities
21. Keep abreast of local and national initiatives, guidance and legislation that relates to alternative provision and education as a whole
22. Arrange for regular reflection on personal practice, including the setting of personal targets within performance management, seeking advice and support from others
23. Attend all formal supervision sessions with the Head of School
24. Demonstrate awareness and understanding of the expectations for teachers, including personal and professional conduct, as contained within the Teachers' Standards (<https://www.gov.uk/government/publications/teachers-standards>)

Additional Information



Guidance for Teachers on UPS

Teachers on UPS increment every two years.

UPS 1

- ✦ Providing guidance to colleagues on how to demonstrate high expectations that inspire, enthuse, motivate and challenge students
- ✦ Having 'outstanding' subject and curriculum knowledge and providing colleagues with detailed and accurate guidance to improve pupils' knowledge and understanding
- ✦ Being a role model for colleagues of how to fulfil wider professional responsibilities

UPS 2

- ✦ UPR 1
- ✦ Modelling good practice and professionalism in relation to all students and colleagues
- ✦ Developing, sharing and demonstrating ideas for improving outcomes for students
- ✦ Contributing to the achievement of the school improvement plan
- ✦ Celebrating pupils' achievements by supporting school events

UPS 3

- ✦ UPR 1 & 2
- ✦ Attending school improvement planning meetings, reviewing and evaluating progress and identifying aspects for future development
- ✦ Taking responsibility for others' professional learning, and being able to demonstrate impact of professional learning

N.B. Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Signed: (Post holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.



PERSON SPECIFICATION

Qualifications and Knowledge

- ✦ Teaching qualification, certificate or degree – QTS/QTLS - **Essential**
- ✦ Middle leadership training/qualification - **Desirable**
- ✦ Diploma in Special Educational Needs – **Desirable**
- ✦ Subject expertise covering a wide variety of subjects
- ✦ Teaching and learning styles
- ✦ Vulnerable, hard to reach and challenging pupils
- ✦ Pupils with Statements of Special Education needs / Education Health and Care Plans
- ✦ Candidates must demonstrate understanding and commitment to Equal Opportunities
- ✦ Knowledge of Child Protection and safeguarding procedures.
- ✦ Reintegration strategies
- ✦ Multi-agency working
- ✦ Knowledge of inclusion issues
- ✦ Understanding of the key elements of the roles and functions of WSAPC teams - **Desirable**

Experience

- ✦ Successful experience of mainstream or special school teaching from years 7-11 (+ *post-16 desirable*) in a range of subjects and across the ability range
- ✦ Successful experience of teamwork in an educational setting
- ✦ Successful experience of teaching pupils with social, emotional, mental health and/or behavioural difficulties.
- ✦ Successful experience of multi-agency working - **Desirable**
- ✦ Successful experience of with SEN – **Desirable**
- ✦ Successful experience of teaching in a 1 to 1 situation with hard to reach pupils – **Desirable**
- ✦ Successful experience of working with Children Looked After – **Desirable**

Skills and Abilities

- ✦ ILP and report writing
- ✦ Interpersonal skills, liaison with other agencies
- ✦ Application of resources
- ✦ Ability to accurately assess and identify young pupil's needs
- ✦ Effective skills in the use of ICT – **Desirable**
- ✦ Analysis of information – **Desirable**



- ✦ To contribute to service development priorities – **Desirable**

Equalities

- ✦ To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Other Requirements

- ✦ Able to move between locations across West Sussex.
- ✦ Ability to use SIMS for recording, monitoring and implementation of data as required