

Selly Oak Trust School

Head of Class-Based Provision

Reporting to Assistant Headteacher



Job Description

GENERAL: You are required to carry out the duties of a school teacher as set out in the most recent School Teachers' Pay and Conditions Document.

As Head of Class Based Provision

- Coordinate, monitor and review the delivery of suitable curriculum pathways, in collaboration with other Heads of Faculties and other relevant specialist staff.
- Develop and monitor existing curriculum pathways.
- To lead on professional development across Class Based Provision.
- To monitor and review the Quality of Teaching of all teaching staff across the Class Based Provision and lead the performance management of others within the faculty.
- Lead Class Based Strategic meetings, ensuring a clear line of communication between the classroom staff and the engagement team.
- To lead and co-ordinate regular Class Based Provision assemblies and celebration events to showcase the talents and successes of our young people.
- Through the proactive use of data, identify students at risk of underperformance due to disengagement and through Class Based strategic meetings ensure appropriate support and interventions are put in place, monitored and reviewed.
- Through strategic co-ordination ensure all students including those that are hard to reach engage fully in the school community.
- To oversee attendance tracking systems for Class Based students, taking actions that improve attendance and reduce persistent absence including, monitoring and amending exceptional timetables.
- To set Class Based teaching groups and be responsible for the effective deployment of teachers and support staff (including 1:1 TAs) across the provision.
- Build positive professional relationships with parents and carers through phone calls, meetings and other correspondences.



Aspire

Thrive

Achieve

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- To lead on parent & carer events for Class Based Provision, including but not exclusively parent & carer consultation evenings.
- To review students banded funding levels against the interventions received.

As a Class Teacher:

Under the general direction of the Headteacher, be responsible and accountable for all aspects of SEN learning including:

- Promote the emotional wellbeing of all students taught.
- To develop and promote an engaging, creative and innovative approach to lessons and the curriculum that takes into account the Special Educational Needs of our young people.
- To be responsible for standards and achievement of all students taught.
- Ensure that tracking and monitoring of all courses, groups and individual students is undertaken, so that any potential underperformance is quickly identified and intervention is put in place to ensure progress and celebration of success.
- Develop and direct support staff within your lesson to maximise their impact on the learning within your class.
- Support staff professional development in the understanding of how SEN teaching techniques can be used to support learning in their own subject areas.

As an Upper Threshold Teacher:

- Taking a lead / sharing the lead on quality of teaching focuses and supporting their implementation.
- Using their subject knowledge, contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- Promote collaboration and work effectively as a team member at all levels.
- Take a lead on areas that impact the whole school e.g. student voice, literacy, student mentors.
- Plan for progression of students, through the research of appropriate pedagogy, developments in qualifications and significantly contribute to the development of schemes of work at all levels.



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Under the general direction of the Leadership Group:

- To work with key stakeholders to ensure appropriate intervention strategies and resources are in place to ensure progression is achieved for all our young people.
- To be a constant and consistent force in the lives of the young people in your classes, providing an excellent role model and supporting the school ethos.
- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in appropriate meetings with parents and colleagues relative to the above duties.
- To carry out a share of cover for absent colleagues in accordance with national and school agreements.

In addition:

- The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment.
- The Governing Body reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which does not bring the school in to disrepute, promotes equality of opportunity and dignity, and with due respect for all employees and service users, and is consistent with the School's and Local Authority's Equal Opportunities Policy.
- Professionally support the vision and ethos of the school at all times.
- Through your actions enable students to Aspire, Thrive and Achieve.
- Selly Oak Trust School is committed to the safeguarding and welfare of all students and expects all staff to share this commitment.

Signed (issued by) Date

Signed (received by) Date



Aspire

Thrive

Achieve