



Job Description and Person Specification

ARP Lead/Teacher

The ARP Lead/Lead Teacher is an employee of the Governing Body of the St. Peter's Catholic School. Required to carry out his/her professional duties in accordance with the Schools' Instrument of Governance, Canon Law and the teachings of the Catholic Church and within the current Schools Teachers' Pay and Conditions Document, and relevant employment Legislations.

The Contract of Employment between the Governing Body and the ARP Lead/Teacher will be the current Contract of Employment for ARP Lead/Teacher issued by the Catholic Education Service.

The job description can be amended at any time, following consultation between the ARP Lead/Teacher and the Governing Body and may be reviewed annually. The duties and responsibilities of the post may vary from time to time according to the changing needs or circumstances of the schools.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher and the ARP Lead/Teacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

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Working Time: Full time as specified within the School Teachers' Pay and Conditions' Document.

Line Management: Post holder is responsible and accountable to the Headteacher in all matters. The post holder is also expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the school's vision and values

Working in partnership with the Headteacher, the ARP Lead/Teacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the middle management team
- Support and represent the Headteacher at meetings as and when required
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved - Managing staff and resources to that end
 - Monitoring progress towards their achievement.

MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school. It will be necessary to specify the management, curriculum and co-ordination responsibilities/teaching commitment to be undertaken by the post holder.

ARP Lead/Teacher Job Summary

ARP Lead Job Purpose:

- To have a thorough knowledge & understanding of the National Curriculum and the SEND Code of Practice to be able to work effectively as a member of a team.
- Be responsible for monitoring and reporting to parents on the progress of pupils.
- To liaise with relevant staff and organisations to ensure high standards of work and behaviour are maintained.
- To lead on Special Needs, ensuring that pupils' needs are met.
- To have excellent interpersonal skills.
- To use excellent organisational skills and liaise with colleagues accordingly.
- To provide support and training for colleagues, including organising and quality assuring the implementation and delivery of any intervention programmes.
- To keep appraised with local and national developments relating to Inclusion and be able to disseminate information as appropriate.

- To be familiar with, and be able to interpret, Data Analysis to drive pupils' improvement.
- To be able to line manage staff effectively.
- To keep accurate records in accordance with the school's policies.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Leading Practitioner Job Purpose:

To be an exemplar and model of teaching skills within the school.

To impact positively and directly on the quality of teaching and pupil outcomes within the school and where required, beyond the school.

Main responsibilities

- Provide practical support to teachers to improve their teaching and learning skills. Typical activities will normally include:
 - coaching, mentoring and induction of teachers, including from trainees and NQTs to experienced classroom teachers
 - disseminating materials and advising on practice, research and continuing professional development
 - assessment and impact evaluation, including through demonstration, lessons and classroom observation
 - providing support to teachers who are experiencing difficulties in performance including those being supported through a managerial support programme or going through a capability process
- To be responsible for and teach allocated classes
- Actively role model and support others to effectively demonstrate flexibility and creativity in the design of learning sequences within lessons and across lessons so that lessons are effective and consistently well-matched to learning objectives and the needs of learners.

- Actively role model and support others to integrate recent developments
- Actively role model and support others to effectively provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development that promotes pupil progress
- Provide advice, specifically to colleagues on the development and well-being of children and young people
- Research and evaluate innovative curricular practices and draw on research outcomes and other sources of external evidence to inform own practice and that of colleagues
- Improve the effectiveness of assessment practice in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school
- Take a lead in planning collaboratively with colleagues in order to promote effective practice. When planning, identify and explore links within and between subjects/curriculum areas
- Actively use and support colleagues to understand local and national statistical data as a basis for improving teaching and learning
- Promote collaboration and work effectively as a team member, supporting others to develop such skills
- Contribute to the professional development of colleagues using a broad range of techniques and skills appropriate to their needs (e.g. through delivery of group and 1- to-1 sessions as well as coaching and mentoring) demonstrating enhanced and effective practice, and effectively providing advice and feedback
- Make well-founded appraisals of situations upon which advice is sought, applying high level skills in classroom observation to evaluate and advise colleagues on their work and devising and implementing effective strategies
- Work effectively with staff and leadership, acting as a key link supporting the senior leadership to implement new policies and practice across the school
- Work directly with colleagues individually and across school
- As required, undertake outreach work in other locations

Relationships

- To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.

- To assist liaison and co-operation with Diocesan and Authority officers and support services.
- To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist liaison with other professional bodies, agencies and services.
- To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.

The ARP Lead/Teacher will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

ARP Lead/Teacher – Person specification

Essential Qualifications

- Qualified Teacher Status

Essential Knowledge, Skills and Experience

- Evidence of excellence in teaching using skills which lead to excellent results and outcomes
- Experienced in working with children who have complex learning needs
- Experienced in leading a team of support staff
- Evidence of contribution to leading the improvement of teaching skills
- 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

- Excellent ability to assess and evaluate
- Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the curriculum areas being taught
- Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people
- Know how to improve the effectiveness of assessment practice in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school
- Demonstrate excellent and innovative pedagogical practice
- Have a developed, extensive and deep knowledge and understanding of the relevant subjects/curriculum areas and related pedagogy, including how learning progresses within them, gained for example through involvement in wider professional networks associated with the curriculum areas
- Have an extensive knowledge on matters concerning equality, inclusion and diversity in teaching
- Have an excellent ability to provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development that promotes pupil progress
- Possess the analytical, interpersonal and organisational skills necessary to work effectively with staff and leadership

ARP Lead/Teacher

Desirable Knowledge, Skills and Experience

- Sustained track record of successful performance as an outstanding teacher
- A passion for our children's learning and development
- A desire to achieve and raise standards
- An ability to influence others
- A proven track record of excellence as a class teacher

- An ability to work with the whole school
- Reflect the school's aims and Catholic ethos by promoting and developing a learning, caring culture.
- Demonstrate leadership by example.
- Set high standards, acting as role models for colleagues.
- Show a commitment to enabling all students to maximise their achievements.
- Contribute to the provision of a safe, secure learning environment.
- Support the school's endeavours to meet the needs of its community.
- Manage staff in a way that promotes their skills, confidence and expertise.