

JOB DESCRIPTION



School: Brookfields School	Location: Tilehurst, West Berkshire
Job Title: Head of EYFS/KS1 known as 'Explorers Strand Lead'	Grade / Salary Range: TLR2c + Special Needs Allowance

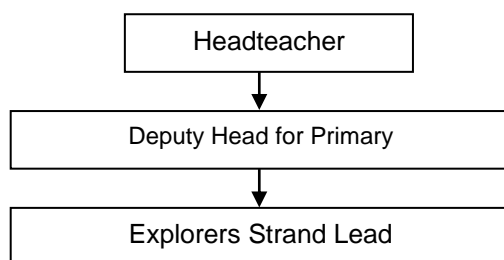
JOB PURPOSE

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document 2009.

The job description concerns:

- Specific responsibilities agreed between Headteacher and above teacher.
- The day to day responsibilities required of a Class Teacher in relation to the pupils in his / her care.
- Wider responsibilities relating to whole school issues and procedures.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

a) Specific responsibilities related to TLR

Lead the teachers in the Exploration Strand to deliver high quality teaching and learning for pupils at the earliest stages of development.

As Explorer Lead your responsibilities will include:

- Having a good working knowledge of the EHCP requirements in your department and allocating the appropriate resources to support this
- Monitor teaching and learning across the Strand to improve pupil outcomes
- Working with Teachers to ensure timely interventions and strategies are identified and actioned for students whose progress is not as expected
- Promote pupil and staff wellbeing within the strand through liaison with the Therapeutic Support Team
- Produce and analyse data for your own Strand
- Ensuring effective implementation of government initiatives, whole school initiatives and the Curriculum Guidance for your Strand

- Liaising regularly with outside agencies as appropriate
- Feeding back requested information and Strand developments as required to whole school curriculum leads and SLT
- Produce an ongoing action plan to improve effectiveness of Teaching and Learning within the Explorers Strand. This will contribute to the strategic direction of the SDP.
- Identify CPD needs for staff in the Strand
- Take the lead on informing parents of all cross phase activities
- Lead on effective deployment of staff within the Strand
- To ensure an effective Safeguarding culture within the Strand including all staff reporting and recording concerns to the Designated Safeguarding Person(s) in a timely manner
- Lead on day to day behaviour management within the Strand and area in liaison with the Therapeutic Support Team
- Ensure compliance with medical care plans and individual care plans of pupils within the Strand

b) The day to day responsibilities required of a Class Teacher in relation to the pupils in his / her care

You will be required to:

- Organise the day to day running and management of class timetabling and relevant activities
- Ensure on-going assessment of pupils' work and abilities through comprehensive and detailed record keeping based on the school's agreed format
- Provide suitably differentiated work to meet the individual needs of pupils
- Write annual reports, annual reviews and any other reports required by the Headteacher
- Attend report evenings, annual review meetings and progress evenings
- Attend weekly meetings outside school hours relating to the work of the Strand
- Establish and maintain contact and good working links with parents
- Maintain and keep up to date a daily register of pupil's attendance
- Maintain good discipline within the parameters set down within school
- Establish and maintain good relationships with support staff working in the classroom
- Work, as required, in close co-operation with other staff in the area and pathway
- Contribute to the decision making process within the Pathway and be actively involved in the implementation of Pathway and area action plans
- Contribute to, where appropriate, the display and presentation of pupils work

c) Wider responsibilities relating to whole school issues and procedures

You will be required to:

- Be an active and involved member of the school
- Support the Headteacher in all matters of school policy
- Work for the advancement and development of the whole school being particularly aware of those problems, both organisational and administrative, which might affect the daily routine
- Show a sense of responsibility for all pupils within the school in all matters of welfare and discipline
- Attend staff meetings outside school hours or any other meetings, which the Headteacher considers to be important
- Contribute to the decision making process within the school and be actively involved in the implementation of school action plans
- Work, where appropriate, in close co-operation with staff from other Strands

The post holder is responsible for the duties as outlined above and any other duties commensurate with the role, which supports the aims of the school and purpose of the post.

SCOPE OF JOB (Budgetary / Resource control, Impact)

Will need to manage a small budget to support the development of curriculum and resources across the Strand.

PERSON SPECIFICATION

Job Title: Strand Lead	School: Brookfields School
Reports to (job title): Deputy Head	Location: Tilehurst, West Berkshire

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E / D?	CONTEXT (How the criterion will be used in the job)
<p><u>Qualifications & Experience</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Qualified teacher with a strong background in working with pupils with special needs <input type="checkbox"/> Experience / training in working with pupils in either the primary or secondary phases <input type="checkbox"/> Successful experience of working with other professionals and agencies <input type="checkbox"/> Additional Qualification in Special Educational Needs <input type="checkbox"/> Experience of managing staff <input type="checkbox"/> Experience of monitoring Teaching and Learning 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Qualified Teacher provides key guidance and training on working with children that is necessary for this role <input type="checkbox"/> Working with pupils with a range of abilities and adapting methods and resources to suit individual needs. <input type="checkbox"/> All pupils within the School have SEN and experience of this across the School is always encouraged
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of current methodology in the education of pupils with special needs <input type="checkbox"/> Ability to work as part of a team and manage the deployment of other adults working in the class. <input type="checkbox"/> Awareness of the role and importance of multi-professional working arrangements <input type="checkbox"/> Ability to compose clear written reports <input type="checkbox"/> Ability to support on teaching and learning , curriculum developments and training across the school <input type="checkbox"/> Able to construct an individualised curriculum / timetable for specific pupils. <input type="checkbox"/> Ability to form constructive relationships with parents 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Working at an appropriate level and pace to allow pupils to make maximum progress <input type="checkbox"/> To be able to ensure that all pupils are included as part of the School <input type="checkbox"/> To be able to feedback to parents and other professionals about the progress of children and to be able to work inclusively with everyone <input type="checkbox"/> Take a lead role teaching a class and directing other assistants <input type="checkbox"/> To ensure that the children that you work with in School gain as much as they can from each task

KEY CRITERIA	E / D?	CONTEXT (How the criteria will be used in the job)
<p><u>Skills and Abilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to work effectively as part of a team and plan jointly <input type="checkbox"/> Commitment to undertaking a detailed induction programme <input type="checkbox"/> Commitment to undertake additional training relevant to the post <input type="checkbox"/> Firm understanding of the subject in relation to pupils with special needs <input type="checkbox"/> Ability to work as part of a team and manage the deployment of other adults working in the class. <input type="checkbox"/> Ability to compose clear written reports <input type="checkbox"/> Ability to support on teaching and learning, curriculum developments and training across the school <input type="checkbox"/> Able to construct an individualised curriculum / timetable for specific pupils. <input type="checkbox"/> Ability to form constructive relationships with parents 	<p>E E E E E E E E E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To lead and manage staff by example
<p><u>Work-related Personal Qualities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Flexible and adaptable <input type="checkbox"/> Creative problem Solver <input type="checkbox"/> Confident in a variety of situations <input type="checkbox"/> Able to work independently and as part of a team <input type="checkbox"/> Effective communicator <input type="checkbox"/> Commitment to supporting the work of the consultancy service and training offered to parents and agencies beyond the school 	<p>E E E E E E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To meet the needs of pupils in a creative way <input type="checkbox"/> Work in partnership with families <input type="checkbox"/> To communicate effectively both orally and in writing <input type="checkbox"/> It is extremely important that the post holder enjoys working with children so that they are able to deal with all situations in a caring and sympathetic manner <input type="checkbox"/> At times there may be confidential discussions about children or families that you are involved in to better understand your role <input type="checkbox"/> Working with other members of staff at all levels is a key requirement of the role to ensure that the Extended Services runs smoothly
<p><u>Other Work-related Requirements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with Children <input type="checkbox"/> DBS Check <input type="checkbox"/> Patient and resilient <input type="checkbox"/> Willing to attend evening meetings as required <input type="checkbox"/> Willing to attend and offer training, including intervention training, 	<p>E E E E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure the post holder is able to demonstrate the appropriate suitability to work with children <input type="checkbox"/> The post holder may be required to travel to other locations as part of this role so a clean full driving licence with relevant insurance will be required <input type="checkbox"/> The post holder may be required to attend meetings offsite and at times

<p>and implement actions</p> <ul style="list-style-type: none"> □ Able to manage the physical aspects of working with children with SEN 	<p>E E</p>	<p>outside of working hours</p> <ul style="list-style-type: none"> □ The post holder will need to ensure that they are up to date with any necessary training for the role
--	----------------	---