**THE EDUCATION VILLAGE ACADEMY TRUST**

**JOB PROFILE**

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| **POST TITLE :** | **Pastoral Lead and SEN Teacher** **based within Beaumont Hill Academy** |
| **GRADE :** | **Main pay scale plus SEN 1/upper pay scale****TLR 2C** |
| **REPORTING RELATIONSHIP** | **Reporting to the Assistant Head Primary, Beaumont Hill Academy** |
| **JOB PURPOSE :** | **Pastoral lead within primary department with oversight of behaviour and attendance.****To teach pupils with a whole spectrum of special needs within Beaumont Hill Academy.** |
| **POST NO.** |  |

**MAIN PURPOSE OF THE POST**

The post holder will be expected to actively contribute to the development of policies and strategies of the Education Village Academy Trust, reporting to the Governing Body as appropriate. This is a middle leadership role, and the post holder will be expected to undertake a range of duties across the Education Village, commensurate with the grade.

**TEACHING RESPONSIBILITIES**

* Design, prepare and demonstrate use of specialist equipment/ resources/ materials, as required.
* Work within a specialised team on the planning and delivery of a creative, appropriate and specific primary curriculum.
* Undertake a comprehensive range of training some of which will be ‘Team Teach’.
* Create and maintain an appropriate working environment for SEN pupils.
* Plan and deliver high quality learning activities.
* Lead a team of classroom support staff
* Assess and record learning outcomes
* Report regularly on pupil progress
* To devise and implement strategies related to good practice with SEN children
* To have sensitivity to, and professionalism in discussing and reporting pupils learning and emotional and behavioural difficulties.

## LEADERSHIP RESPONSIBILITIES

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder’s key accountability will be to use his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below and other associated duties as are reasonably assigned by the head teacher:-

**Pastoral and TLR responsibilities**

* Assist in the smooth running of the department at all times, including being responsible for management duties associated with the post.
* To undertake day to day management duties in the department
* Be aware of and support colleagues to comply with policies and procedures relating to child protection, health, safety and security and behaviour management, reporting all concerns to an appropriate person
* Support staff to make full use of the school’s mechanisms to record pupils' behaviour.
* To establish good relationships with pupils as detailed in the school’s aims and objectives, and other guidelines for staff, setting a good model for the staff group.
* To encourage pupils to maintain socially acceptable standards of behaviour in all aspects of school life as described in the Behaviour Management Policy and Practice and other guidelines for staff.
* To share & uphold the ethos of the school with all stakeholders.
* To provide all pupils with guidance and counselling of a personal, social, and health education nature.
* To be aware of any issues regarding behaviour, safety and well-being of pupils within the primary department and alleviate difficulties by providing appropriate support for staff
* To prepare impact documents for the leadership team
* Contribute to relevant sections of the SEF as well as the School Raising Attainment Plan

***Leading, developing and enhancing the practice of others***

* Monitor the quality of learning including conducting learning walks, monitoring of school standards and bringing about improvement
* Use data to contribute to development planning and sharing judgements with teachers and support staff
* Liaise with BHA Leadership to streamline policy, procedures and practice for behaviour and safeguarding throughout BHA.
* Identify key professional development needs
* Ensure that these are addressed through the provision of high quality coaching and mentoring
* Liaise with the Assistant Head Teacher for Behaviour and Safety and other members of the pastoral team.
* To work effectively with other professionals including those from external agencies to maximise pupil progress
* Recognise own strengths and areas of expertise and use these to advise and support others.

***Making an impact on the educational progress of pupils beyond those directly assigned***

* Ensure that programmes of study are appropriate and relevant to all groups of pupils
* Ensure that pupils experience an educational programme that is personalised to the particular needs identified through a robust assessment system
* Liaise with external support agencies
* Liaise with the other leaders to ensure curriculum continuity and progression
* Be responsible for the monitoring, evaluating and updating of developments in assessment
* Attend and lead training as necessary.

**General**

* To perform any other reasonable task that school leaders may ask from time to time.
* To contribute towards and implement Trust strategies.

The post holder must carry out his/her duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO AN ENHANCED DBS DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE

Date: September 2015

**THE EDUCATION VILLAGE ACADEMY TRUST**

**PERSON SPECIFICATION –SEN CLASS TEACHER/ TLR2C PASTORAL LEAD**

 **BEAUMONT HILL ACADEMY**

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | *ATTRIBUTE* | **Stage Identified** | *Criteria***No.** | *ATTRIBUTE* | **Stage Identified** |
| **Qualifications & Education** | E1 | Educated to Degree level in appropriate subject  | AF/C | D1 | Qualification of training in SEN |  |
|  | E2 | Recognised Teaching qualification  | AF/C |  |  |  |
| **Experience & Knowledge** |  |  |  |  |  |  |
|  | E3 | Demonstrable success in raising and achieving high standards as well as meeting challenging targets when teaching children with SEN | AF/I/R |  |  |  |
|  |  |  |  | D2 | Experience of managing, developing, inspiring and motivating staff. | AF/I/R |
|  | E4 | Knowledge of the SEN teaching strategies and related methodology | AF/I/R | D3 | Experience of managing change. | AF/I/R |
|  | E5 | Experience of pupil progression | AF/I/R | D4D5 | Experience of coaching or mentoring staffAn understanding of the implications for safeguarding pupils with SEN  |  |
|  | E6 | Experience of dealing with SEN pupil discipline effectively, and developing and promoting home to school links | AF/I/R | D6 | Knowledge of Early Years Provision |  |
|  |  |  |  |  |  |  |
|  | E7 | Have experience in meetings with parents to ensure the best outcomes of students. |  |  |  |  |
| Skills | E8 | Excellent oral and written communication skills with an ability to negotiate at all levels.  | I/P |  |  |  |
|  | E9 | Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet tight deadlines | I/P |  |  |  |
| **Personal** **Attributes** | E10 | High personal standards of integrity and probity. | I |  |  |  |
|  | E11E12 | Enthusiasm, vision, drive, adaptability and resilience.Commitment to personal development | I/P |  |  |  |
| **Special Requirements** | E13E14E15 | Be willing to work outside normal hours.To be flexible in order to meet the demanding nature of this role.DBS disclosure and Disqualification by association declaration | IID |  |  |  |

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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| D | Disclosure/Declaration |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |