

Job Description

| | |
|-----------------------|--|
| Role: | Internal Alternative Provision (IAP) Teacher |
| Salary: | WSSC Grade M1 – M6 |
| Hours: | Term time only (TTO) + INSET days 37 hours per week over 5 days |
| Contract Type: | Permanent |

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

| | |
|----------------------|---|
| Reporting to: | Assistant Head Teacher |
| Purpose: | You will be the key adult for a small number of students (often 1:1 or very small groups), delivering highly personalised teaching with a strong emphasis on relationships, emotional regulation and inclusion . Your role will be to break down learning, close gaps, and re-build engagement through creative and adaptive teaching. |
| General: | You will: <ul style="list-style-type: none"> • Design bespoke learning experiences tailored to individual needs • Deliver engaging, flexible and ambitious teaching • Create safe, nurturing environments where students can thrive • Build strong, trusting relationships with vulnerable learners • Make a life-changing difference every single day |
| Key Duties: | <p>1. Teaching & Curriculum</p> <ul style="list-style-type: none"> • Plan and deliver a personalised, adapted curriculum aligned with the mainstream offer • Teach Functional Skills (English and Maths) using creative, differentiated approaches • Use strategies such as: <ul style="list-style-type: none"> ○ Interest-led learning ○ Experiential and community-based learning ○ Flexible pacing and outcomes ○ Use EOTTC approaches • Ensure learning is meaningful, progressive and leads to sustained development <p>2. Assessment & Progress</p> <ul style="list-style-type: none"> • Track and monitor academic progress, engagement and wellbeing • Use appropriate frameworks (e.g. Engagement Model where needed) • Maintain accurate records and contribute to EHCP reviews and reporting |

| | |
|--------------------------------|--|
| | <p>3. Relational Practice & Wellbeing</p> <ul style="list-style-type: none"> • Act as a trusted key adult for students • Use trauma-informed, relational and restorative approaches • Support emotional regulation and readiness to learn • Recognise and respond proactively to signs of distress <p>4. Inclusion & Provision</p> <ul style="list-style-type: none"> • Support gradual reintegration into school where appropriate • Facilitate access to: <ul style="list-style-type: none"> ○ Wider school experiences ○ Enrichment opportunities ○ Community-based learning • Promote independence, confidence and belonging <p>5. Multi-Agency Working</p> <ul style="list-style-type: none"> • Work closely with families to ensure consistency and trust • Collaborate with SENDCo, pastoral staff and external professionals • Contribute to multi-agency and review meetings <p>6. Safeguarding & Professional Responsibilities</p> <ul style="list-style-type: none"> • Maintain the highest standards of safeguarding across all settings • Complete and follow risk assessments for off-site learning • Engage in ongoing professional development in SEND and inclusion <p>Uphold the school's ethos of high expectations and inclusive practice</p> |
| Generic Duties: | To deputise in the absence of other staff. Undertake duties involving student contact, as requested. |
| CPD: | To follow a mutually agreed programme of continuing professional development. Training on all systems will be given |
| Additional Information: | For inset training you will be aligned with the administration team. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows. |

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.