



Midsomer Norton  
Schools Partnership

## **Home School: Park Road Alternative Provision**

**Job Title: AP Base Lead Teacher**

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**Grade: L 3-L7**

**Responsible to: Executive Head Teacher, SEND Hub**

### **Main Purpose:**

To be responsible for:

- The quality of teaching, learning and progress of students based in the AP Base, analysing outcomes and looking for improvement.
- Ensuring that students have access to a curriculum that is suitable to their needs and allows for them to make progress both academically and personally
- The quality and delivery of interventions programmes within the AP Base including 1 to 1 mentoring and group work.
- Monitoring of performance and working to improve performance of team members – including the agreed policy of performance management.
- Managing the human and fiscal resources available including the deployment of staff and rooms.
- Organising student groupings and overseeing their access to lessons in their host main school whilst also accessing the AP base.
- Keeping abreast of initiatives and new policies related to the subject.
- Promoting and safeguarding the welfare of children and young persons across the subject.
- Transition work, supporting transfers from other schools.
- Developing good home-school links with targeted students including meeting.

### **Main Duties and Responsibilities Effective Teaching and Interventions**

- To ensure that all staff personalise work making it accessible to the students' needs.
- To ensure that subject work for the students working in the AP Base is at the appropriate level through liaising with subject staff.
- To liaise with the EX HT & Leadership Team and other colleagues to prioritise students for intervention and to develop appropriate materials for intervention.
- To attend pastoral meetings.
- To observe students as required to inform appropriate action.
- To set exemplary standards for members of the team to model.
- Transition: being involved in visiting schools as part of the transition process
- To organise and complete visits and meetings with parents
- To plan, organise and lead transition interventions.
- To provide support for reintegration as needed

- To keep appropriate records to allow for evaluation of success of different interventions.

### **Student Behaviour and Attendance**

- To ensure that student behaviour in the AP Base is of a high standard.
- To timetable, plan, hold and evaluate small group sessions to develop students emotionally, socially and academically and to work on improving behavioural skills.
- To ensure that all team members follow school policies on behaviour and support as required.
- To work with Leaders to be proactive with work to improve behaviour of individuals and groups of individuals in the school.
- To ensure high levels of attendance for students in the AP Base and to ensure that the school's attendance protocols are upheld.

### **Support for Students**

- To assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- To set challenging and demanding expectations and provide self-esteem, independence and resilience.
- To support students consistently whilst recognising and responding to their individual needs; including co-ordination of adapted timetables
- To provide feedback to students in relation to progress and achievement.
- To support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on students' progress/achievement.
- To ensure that any issues regarding safeguarding of children are passed on quickly and accurately in line with school procedures.
- To liaise with Home-School Liaison Officers and outside agencies.

### **Team Members**

- To manage the performance of the AP Base staff in line with school policy.
- To coordinate and deliver training for the AP Base staff team.
- To be involved in wider staff training linked to AP Base interventions as required.

### **General**

This job description only contains the main accountabilities relating to this post and does not describe in detail all the duties required to carry them out.

MNSP is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required prior to appointment.

### **Resources and Support**

This post will carry an entitlement to appropriate leadership and management time. Administrative support for relevant activities will be provided by the office administrators.

### **Review**

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out.

The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

**Special Notes and Conditions**

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies and behaviour management policy.

**Midsomer Norton Schools' Partnership are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.**

**Post Holder:**

**Line Manager:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_