## 

**Children & Young People’s Service**

***Craven Pupil Referral Service***

**JOB DESCRIPTION**

**Designation: Subject Lead of Maths, English or Science and SENDCO**

**Reporting to:** Head Teacher

**Responsible for:** A small team of staff consisting of a Specialist Instructor and two Advanced Teaching Assistants

**Grade:** Salary Leadership Pay Spine 1-4

**Main Purpose**

The Lead Teacher will be part of the Leadership Team and, under the direction of the headteacher, will take a role in:

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

The Lead Teacher will lead a small team, consisting of a specialist instructor and teaching assistants, providing pastoral care for two small classes of pupils and teaching and learning across the school. The Lead Teacher will lead on the planning and delivery of one core subject (English, maths or science) at KS3 and KS4 and support the specialist instructor in planning, delivering and monitoring of practical lessons.

The Lead Teacher will take on the roles of SENDCO (as set out in the National Standards for SENDCO’s) and Pupil Premium champion.

The Lead Teacher will be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers’ Pay and Conditions Document, complying with the teachers’ standards and modelling best practice for others. They will have a maximum timetabled teaching commitment of 67%.

They may also be required to undertake duties delegated from the headteacher.

# Duties and responsibilities

# Leadership

Under the direction of the headteacher:

* Support the headteacher in the leadership and management of the school, including in his/her temporary absence from school
* Communicate the school’s vision compellingly and support the headteacher’s strategic leadership
* Lead by example, focusing on providing excellent education for all pupils
* Contribute to the school improvement plan and whole-school policy
* Lead on particular whole-school strategies, policies and quality assurance areas
* Build positive relationships with members of the school community
* Keep up to date with developments in education
* Seek training and continuing professional development to meet own needs
* Prepare and review information and reports as required by the headteacher, governing body and local authority

**Managing staff**

Under the direction of the headteacher:

* Assist with the selection and recruitment of new teaching staff
* Performance manage other staff including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
* Create an ethos within which staff are motivated and supported to develop their skills and knowledge
* Commit to their own professional development, proactively identifying development opportunities
* Lead staff in the team, ensuring high quality teaching and learning and pastoral care.
* Provide support for team instructors in planning and delivering of learning activities and assessment, standardisation and moderation of pupil work.
* Provide guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEND support.
* Liaison with schools and other services

**Modelling best practice for other staff**

* Demonstrate excellent performance against parts one and two of the teacher’s standards: teaching and personal and professional conduct
* Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
* Mentoring and coaching colleagues as required.

Systems and processes

Under the direction of the headteacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Lead on assessment, pupil progress and reporting to parents
* Work with the governing board as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school
* Undertake SENDCO duties (as set out in the National Standards for SENDCO’s).

**Strengthening Community**

1. Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils’ learning and achievement.
2. Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
3. Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school.

**Other duties and responsibilities**

Any other duties that the Head Teacher may from time to time ask the post-holder to perform.