



JOB DESCRIPTION

Job Title: Secondary and 6th Form Lead Practitioner

Reporting to: Head of Education

Location: Ingfield Manor School – Five Oaks – West Sussex

At Ingfield Manor School, we believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. Therefore, we look for people who have the creativity and enthusiasm needed to deliver the best outcomes for the children and young people we support. We offer staff a comprehensive induction programme and ongoing training to ensure everyone is provided with the best possible start to their employment.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is in addition to the responsibilities of class teacher.

Main Roles

- Oversee the day-to-day management of Secondary and 6th Form
- Responsibility for line management of key staff
- Oversee and support the quality assurance of teaching and learning within the departments
- Work collaboratively with the Principal, Head of Education and other lead practitioners regarding the development of teaching and learning across the school
- Be part of the senior management of the school and contribute towards strategic developments
- Oversee the quality of annual review reports, termly objectives (new and evaluated) and annual reports
- Monitor the long-term plans for teaching and learning across the department, in collaboration with the Head of Education
- Plan, deliver and assess engaging and outstanding teaching and learning using multi-sensory approaches
- Ensure pastoral needs are met and establish excellent relationships with parents and carers
- Oversee the day-to-day implementation of agreed aims and programmes reflecting the Conductive Education ethos of the school, as a member of a transdisciplinary team.
- Inspire trust and confidence in students, colleagues, parents and other professionals
- Build team commitment with colleagues and across the departments
- Promote the wider aspirations and values of the school
- Engage in whole school activities as required by the Principal.
- Adhere to all working protocols as agreed and published in the staff handbook
- Ensure you uphold all safeguarding procedures, including engaging in annual safeguarding training, including induction training

Job Responsibilities

- Line manage staff: mentor and coach, ensure performance targets are set and reviewed, and hold regular supervisions
- Undertake performance management / investigation matters in line with company policy and procedures
- Manage sickness absences, following the policies and procedures for both long- and short-term absences
- Carry out quality assurance, as set out in the self-evaluation cycle
- Liaison with the Head of Education regarding teaching and learning within the department and across the school
- Ensure high quality reports and termly objectives are shared with parents and other stakeholders
- Ensure cohesion and teamwork within the department
- Oversee the teaching and learning occurring within the department, including the long- and medium-term plans
- Plan, prepare and implement group and individual educational programmes
- Have responsibility for a core curriculum subject
- Support other curriculum coordinators in the development of their subject areas
- Teach a range of subjects, which could include English, math, national curriculum and vocational subjects
- Be a member of a trans-disciplinary team working with a group of students, meeting all their needs
- Support our innovative use of technology for communication and teaching & learning
- Contribute to and attend, when necessary, annual reviews of EHCPs, parents' meetings, etc.
- Provide good standards of physical and emotional care
- Provide intimate care
- Ensure the physical environment is maintained to high standards of safety, hygiene and presentation.
- Share expertise and knowledge with other members of the team
- Take an active role in the staff training and development programme
- Contribute to the development of aspects of the training programme
- Maintain good contact with parents or guardians
- Any other duties as may be reasonably directed by the principal

Professional knowledge and understanding

- Remain up to date with developments within the school and in education in the UK, particularly special education.
- Have the skills and attributes of nurturing, adaptability, enthusiasm, integrity and commitment
- Develop a collaborative ethos which enables everyone to work to achieve common goals
- Ensure individual team accountabilities are clearly defined, understood and agreed. This includes planning, observing, reporting and assessment
- Ensure every child has access to high quality teaching and learning

Working together

- Work with the Company, Governors and the senior leadership team to promote the vision and values of the school to students, staff, parents/carers and the wider community
- Work with all key stakeholders to ensure a consistent approach and that everyone is working together in the best interests of the child/young person
- Comply with and actively implement children's services and school policies regarding health and safety, equal opportunities, and safeguarding
- Motivate others to work together well as a team in the best interest of children and families
- Offer advice / training to staff supporting the children and young people within the classroom.

Teaching and learning

- Drive a continuous and consistent focus on students' achievement, using school assessment systems to monitor progress.
- Establish creative, responsive and effective approaches to teaching and learning across the departments
- Monitor, evaluate and review the effectiveness of teaching
- Create a culture and ethos of challenge and support, where all students can achieve success and become engaged in their own learning
- Manage the learning environment within the department to ensure it reflects the school's high standards.
- Ensure availability of appropriate resources to challenge and inspire learners.
- Use and integrate a range of technologies effectively and efficiently
- Ensure that planning is child centered and takes into account the diversity of individual children/young people.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Ensure effective planning, allocation, support and evaluation of work of teams and individuals
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from other leaders
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve children's learning

Health and Safety

- Ensuring the safety of all staff and students within class teams by monitoring risk assessments, planned trips and visits and any school activities with a risk potential. This includes ensuring all staff within class team are aware of potential risk factors and school procedures for managing risk effectively

Safeguarding

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the local authority and school

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Ambito's vision and comply with the policies and procedures of Ambito and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Ambito Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.

Person Specification

Our Core Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential.
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services.
- We are **Loyal** because we put the people that we support and our staff at the centre of everything we do and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders.
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality.
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do.
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders.
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities.

Knowledge, Skills and Experience

Area	Essential	Desirable	Evidence
Professional Qualifications	Qualified Teacher Status	NPQML qualification or other leadership course relevant to role Evidence of commitment to self-development	Application Form Interview Certificates
Knowledge	Conductive Education and/or willingness to learn about and develop practice with regard to Conductive Education. Strategies to teach students with special educational needs and disabilities. The use of technology for student learning and in enabling access to teaching, learning and the environment. The statutory National Curriculum requirements. The monitoring, assessment, recording and reporting of students' progress. The statutory requirements regarding Equal Opportunities, Health & Safety, SEN and Child Protection	The theory and practice of personalising learning to effectively meet the needs of individual students. Where appropriate, Preparing for Adulthood agenda; WJEC entry level qualifications and programmes of study, as well as English and maths GCSEs.	Application Form Interview

Skills	<p>Line Management</p> <p>Excellent written and verbal communication skills.</p> <p>Strong interpersonal skills</p> <p>Use of effective strategies to motivate children and/or young people.</p> <p>Develop strong professional relationships and work collaboratively within a team.</p> <p>Establish and develop close relationships with parents, governors, and external stakeholders.</p> <p>Create a happy, challenging, and effective learning environment.</p> <p>Respond positively to change and work effectively under pressure.</p> <p>Ability to work within a transdisciplinary team.</p> <p>Maintain records of achievement and learning.</p> <p>Set SMART targets based on assimilated learning.</p> <p>Direct team staff.</p> <p>Completion of high-quality plans and reports within agreed time frame.</p>	<p>Quality Assurance</p> <p>Action planning</p>	<p>Application Form</p> <p>Interview</p>
Experience	<p>Teaching students with physical disabilities</p> <p>Leading a class team</p> <p>Resource management and preparation</p>	<p>Management and leadership</p>	<p>Application Interview</p> <p>References</p>
Personal Qualities	<p>Approachable</p> <p>Committed</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Organised</p> <p>Patient</p> <p>Resourceful</p> <p>Flexible</p> <p>Adaptable</p>		<p>Interview</p>

