



## **Job Description**

### **Enhanced Provision Teacher**

#### **Purpose:**

- To assist the Headteacher and Senior Leadership Team in ensuring continued success by providing vision and leadership for the Enhanced Provision Unit.
- To ensure a high-quality learning experiences for the children and improve standards of achievement and aspirations for those children in attendance.

#### **Reporting to:**

- The Headteacher
- The Hive Panel
- The Senior Leadership Team

#### **Responsible for:**

- Leading and managing the Enhanced Provision Unit
- Line management of support staff working in the Enhanced Provision Unit
- Managing the day-to-day operations of The Hive

#### **To co-operate with:**

- The Local Governing Body, making such reports as required.
- All colleagues, both teaching and support staff.
- Partnership schools and staff.
- Local Authority and advisers.
- Unions and other organisations representing teachers and other persons on the staff.

#### **Disclosure:**

- Clear Enhanced DBS check

#### **Salary:**

- (MPR/UPR)

#### **Start Date:**

- September 2024

## **Main Duties**

### **Operational/Strategic Planning:**

- Prioritize safeguarding for the children in attendance.
- Ensure that the needs of all the identified children are met within an inclusive environment.
- Manage referrals for the Enhanced Provision Unit, liaising with schools, families, and external agencies, as necessary.
- Use a variety of methods and approaches to meet a range of children's needs and ensure equal opportunity for all children.
- Prepare and provide resources as necessary to support teaching and promote curriculum access.
- Support subject teachers in the effective delivery of lessons for Enhanced Provision Unit children accessing the mainstream environment.
- Maintain up to date specialist teacher knowledge of current research and curriculum development.
- Lead on the development of specialist knowledge and practice regarding access to curriculum and personal development for Enhanced Provision Unit children.
- Work in partnership with children, parents/carers, teachers and other agencies.
- Model effective teaching strategies/approaches.
- Organise specialist meetings and plan and deliver training to staff.
- Track and report on children's progress to inform future planning.
- To visit children referred for placement to the Enhanced Provision Unit and organise the transition of children into the resource facility once placement has been agreed.
- To co-ordinate and attend review meetings for all children in the unit.
- To provide pastoral support to children and their families.

### **Quality Assurance:**

- Ensure planning, record keeping, and assessment is in line with school policies.
- Respond to the quality assurance requirements of John Clifford School, White Hills Park Trust and Nottinghamshire County Council.

### **Staffing:**

- Organise staffing to support children in the Enhanced Provision Unit.
- Establish positive relationships, encourage good working practices and manage the work of support staff in the Enhanced Provision Unit.
- Oversee the induction process of new members of staff within the Enhanced Provision Unit.

### **Impact on educational progress beyond your assigned children:**

- Monitor academic progress (through the analysis of appropriate data including achievement and attendance data), extra-curricular involvement and behaviour within the Enhanced Provision Unit.
- Ensure that child profiles and pastoral support plans are written and reviewed at the correct stages.
- Monitor attendance and intervene with parents, outside agencies and other schools.
- Lead, co-ordinate and monitor aspects of the support plans in place.
- Maintain strong relationships with parents of Enhanced Provision Unit children and support colleagues in meeting with parents.
- Liaise, as appropriate, with external professionals, such as educational psychologists, social care, in order to improve the educational outcomes of individual children.
- Provide support to teachers and other staff in managing the individual needs of children, particularly those who do not easily gain access to the curriculum.

### **Lead, develop and enhance the teaching practice of others:**

- Mentor and support colleagues. Encourage their professional development.
- Use meetings to share good practice moderate and cascade training.
- Offer INSET to the team and across the school in an area of expertise.
- Negotiate with teachers and others to develop appropriate teaching and learning strategies that will raise the educational achievement of individual children.
- Innovate in learning. Keep abreast of developments and bring these to the Team or the school. Engage with school-wide learning initiatives and lead these in your Key Stage.

### **Other specific duties:**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To comply with school's health and safety policy and undertake risk assessments as appropriate.

### **Staff performance management and continuing professional development:**

- Participating in the arrangements made for the appraisal of own performance and that of other staff.
- Participating in the identification of areas for own professional development.

### **Develop personally and professionally though:**

- Reflection on own practice and private study.
- Participation in the school's teacher appraisal programme.
- Participation in appropriate in-service education programmes.

**Communication:**

- To communicate and consult with the parents of children.
- To communicate and co-operate with persons or bodies outside the School to the benefit of children.
- To participate in meetings arranged for any of the purposes outlined in accordance with the calendar.
- To participate in relevant training happening in the wider school.
- To use briefings, weekly news and emails to share information.
- To ensure effective communication with designated staff regarding trips, visits and absence.