

**Ramsden Hall Academy**

<b>JOB TITLE:</b>	<b>Teacher &amp; KS4 Pastoral Lead</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>
<b>RESPONSIBLE FOR:</b>	<b>KS4 Team (Teacher &amp; LSAs)</b>
<b>GRADE:</b>	<b>UPR + TLR2 + SEN + EDA Allowances</b>
<b>SCOPE:</b>	<b>Subject Co-ordination and Key Stage Responsibility</b>

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**PURPOSE OF THE POST:**

Teacher

Responsible to the Headteacher at Ramsden Hall Academy (part of the Parallel Learning Trust), for leading and delivering a broad and balanced curriculum to learners, ensuring the best possible outcomes for our learners, who all have an education healthcare plan (EHCP) and have social, emotional and mental health needs (SEMH).

The purpose of the post is to secure high quality teaching, effective use of resources and ensure improved standards of learning and achievement for all students. The post holder will ensure a cohesive and personalised programme of learning activities, in line with the national curriculum. The post holder will also have KS4 lead pastoral responsibility and strive to ensure strong family relationships and have strong communication skills.

The post holder will support the senior leadership team (SLT) in raising standards and improving outcomes for learners, through the provision of high quality professional services across the school.

Responsibility for a Class:

Co-ordinating activities relating to KS4, to include:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
- Giving guidance, support and encouragement to staff and leading in-service development sessions
- To be accountable for securing the highest standards of pupil achievement across a key stage, monitoring and evaluation of pupil achievement and setting targets for improvement
- To lead, develop and enhance the teaching practice of others in the Key Stage by evaluating, supporting, guiding and target setting

- To be accountable for the leadership and management of the Key Stage, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies.

#### Pastoral Lead for KS4

- Supporting staff to identify children in KS4 in need of additional interventions
- Identifying provision related to the identified additional needs
- Monitoring the quality of the interventions
- Measuring the impact of the identified provision
- Liaising with families to support the children concerned.

#### **REQUIREMENTS OF THE POST**

The post holder is required to carry out the duties of a teacher as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

Teachers are responsible to the designated member of SLT for supporting the general good order and discipline of Ramsden Hall Academy. All staff are expected to have a clear understanding of the aims, objectives and ethos of the school and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of Ramsden Hall Academy be seen as inter-related.

#### **MAJOR RESPONSIBILITIES**

- To undertake the duties of a teacher as indicated in the Teachers Pay and Conditions document.
- To teach and co-ordinate a broad and balanced curriculum in line with the National Curriculum to learners, some of which have a wide range of special educational needs, especially social, emotional and mental health issues.
- To assess progress regularly and accurately and report on progress to all stakeholders.
- To work co-operatively with other staff in the general running of the school.
- To liaise with parents and a wide multi-disciplinary group regarding learners on roll and attending meetings as appropriate.
- To contribute to systematic on-going records of learners progress to the agreed format within the service ensuring curriculum delivery relevant to the needs of learners.
- To write accurate reports on learners progress.
- To attend reviews and case conferences as appropriate.
- To participate in integration links ensuring appropriate support and communications to facilitate successful reintegration to mainstream or special schools.
- To attend INSET, training sessions and staff meetings as required.
- To make full and appropriate use of information technology with training as required.
- To implement the schools equal opportunities policy fully, working actively to overcome and prevent discrimination on the grounds of race, gender, disability, status and sexual orientation.
- To carry out such other duties as may be required from time to time to meet the needs of the service.

#### **PERSONAL RESPONSIBILITIES**

- To carry out the duties and responsibilities of the post, in accordance with the schools Health and Safety Policy and relevant Health and Safety guidance and legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To participate in performance management, and undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required by the senior management team on any of the trusts sites (Parallel Learning Trust).

## **PERFORMANCE MANAGEMENT**

- Working within the new framework and procedures to take part in Performance Management procedures.

## **PASTORAL SUPPORT**

- Ensuring the maintenance of good behaviour in line with school procedures and policy at all times during the school day.
- Promoting the ethos of the school ensuring that all are treated with justice, equality and respect.

## **TEACHING RESPONSIBILITIES**

- Carrying out carrying out duties in line with the latest school teacher terms and conditions of service.
- Demonstrating consistent excellent practice.
- Having high expectations in terms of achievement and behaviour.
- Effectively using opportunities for continuing professional development.
- Ensuring that policies and procedures are adhered to including policy and practice concerning safeguarding children.

## **DATA PROTECTION**

- To be aware and comply with the academy's responsibilities under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with the schools' procedures, policy and statutory requirements.

## **CONFIDENTIALITY**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **EQUALITIES**

- The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, undertake appropriate training and challenge racism and discrimination.

## **HEALTH AND SAFETY**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## **SAFEGUARDING**

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check, satisfactory references and medical clearance. Online searches are also carried out on shortlisted candidates to help identify any incidents or issues that are publicly available online.

**Ramsden Hall Academy  
PERSON SPECIFICATION**

**POSITION:** Teacher & KS4 Pastoral Lead

**GRADE:** UPR + TLR2 + SEN + EDA Allowances

**Qualifications/Training/Experience**

- QTS
- Proven teaching experience. Your practice needs to be good or outstanding and experience of teaching children with emotional, social and mental health issues.
- Successful experience of leading and teaching a broad and balanced curriculum in line with the National Curriculum, including learners with a range of special educational needs most specifically social, emotional and mental health issues.
- SEN or SEMH experience.
- Experience of subject leadership.
- Additional qualification in special educational needs/emotional and behavioural difficulties (desirable).
- Experienced in Trauma Perceptive Practice (TPP) or good current knowledge of TPP.
- Evidence of on-going professional development.

**Special Knowledge/Ability**

- Good knowledge of the primary curriculum and national standards in core subjects.
- Knowledge and understanding of the statutory requirements
- Proven ability to deliver high standards of teaching and learning
- Knowledge of monitoring and evaluation techniques, such as observations, work sampling analysis of data.
- Knowledge of best practice in provision for the Primary years.
- Knowledge and experience of coaching other teachers to improve performance
- Knowledge and experience of teaching phonics
- Experience of moderation
- Effective team management.

**Communication**

- Able to communicate orally with clarity and enthusiasm
- Able to give clear and effective feedback to staff.

**Personal Qualities**

- Drive and enthusiasm
- Able to prioritise and manage time effectively.
- Able to build effective relationships with pupils, parents, staff, outside agencies and governors.
- Able to work effectively as part of a team
- Passionate about the need to ensure high achievement for all groups of pupils
- Reliable.