

THE POLYGON SCHOOL

Handel Terrace

Southampton

Hampshire

SO15 2FH

Tel: 023 80 636776

Email: info@polygon.southampton.sch.uk**Headteacher:** Mr Ben Penfold

Teacher
STRETCH & Engagement Programme

Job Description

Post: Pupil Engagement Teacher | STRETCH outreach Programme

Salary Scale: NQT | Main Scale Teacher + 1 SEN Point

Accountable to: Head Teacher

Directly Accountable to: Senior Leadership Team

Accountable for: Own CPD and working within Teachers' Standards

PURPOSE:

- I. To support the Senior Leadership Team in delivering a programme of individual study or small group study sessions to pupils unable to access education on the main school site.
- II. To work alongside and support the Programmes Senior Leader who manages both the STRETCH and Engagement Programmes, by ensuring that 'difficult to reach' pupils with low attendance, engage with the learning process and make measurable progress.
- III. To liaise with the teaching staff to ensure an appropriate programme of study is provided for each pupil.
- IV. To work directly with pupils to secure their positive engagement in their learning.

KEY ACCOUNTABILITIES:

- To co-ordinate a programme of learning for each pupil, reporting to the Programmes Senior Leader, Senior Leadership Team and Governing Body.
- To work with colleagues to ensure safeguarding responsibilities are fulfilled.
- To assist the Programmes Senior Leader and SENCO to ensure Annual Reviews of Education, Health Care Plans are conducted according to correct procedure and within timeframes.
- To support all staff working on the attendance of the pupils.

- To lead on delivery of each individual programme of study, commissioning quality assured, additional support when required, co-ordinating with SCC officers as appropriate, or by direct delivery of teaching carefully structured lessons.

MAIN DUTIES:

1. To oversee the production, delivery and review of high quality learning so that every pupil in the STRETCH and Engagement Programmes are safe and engaging in their learning.
2. To liaise with all stakeholders to secure appropriate intervention for each pupil.
3. To ensure the schools safeguarding procedures are followed by school staff.
4. To assist the Programmes Senior Leader to identify and secure additional support interventions in line with the individual pupils for both programmes.
5. To carry out home visits, transporting pupils if necessary.
6. To maintain concurrent written records in accordance with school procedures so that attainment can be measured.
7. To monitor the attendance of all pupils, keep accurate records and share this information regularly with all stakeholders.
8. To discuss expectations of attendance and behaviour with all parents/carers.
9. To collect data to support and measure engagement in learning, attendance and social development, producing reports for the governing body, senior leadership team and local authority as required.
10. To work in any area of the school necessary to support the needs of pupils.
11. To work in the wider community where necessary to support delivery of academic sessions to pupils.
12. Undertake other reasonable duties as shall be requested by the Head Teacher after consultation with the post holder.

These duties may be reviewed and amended in consultation with the post holder in the light of any changes and/or priorities identified within the school.

SIGNED: _____

DATE: _____