**Lead Teacher for Alternative Provision**

Post : Lead Teacher for Alternative Provisions

Line Managed By : Deputy Head of School

Salary : MPS/UPS plus TLR 2b (£4,768)

**Job Purpose**

To ensure that within their work and the work of any they might line manage;

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety
* The school, team and self comply with all statutory, Portsmouth City Council or Governing Body requirements
* All school policies and procedures are understood, followed and positively promoted
* The school's ethos is understood, followed and positively promoted
* There is a culture of flexible working, sharing skills and developing the individual

Additionally;

* To act as the Lead Teacher for Alternative Provision, working with senior section pupils who are unable to access mainstream classroom provision
* To lead the development of a cohesive and coherent curriculum for our Reflection and Refocus provision

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work
* At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

**General Duties**
ALL Staff members should ensure that they;

* are clear about their areas of responsibility and how they will be held to account
* have efficient and effective systems to under pin their work
* attend meetings as directed by the Headteacher, Team/Subject Leader or designate
* work collaboratively with all other teams in the school
* produce any reports, data returns or data captures for the Team/Subject Leader or designate as required using any templates provided
* support the Team/Subject Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved
* actively and positively participate in school wide systems such as performance management system, annual leave, absence management etc
* exploit opportunities to undergo professional development through skill sharing, flexible working or training
* are prepared to share skills, work flexibly and attend training as required
* remain "student focussed"
* support any controls on procurement, stock control and waste
* keep working areas secure and free from clutter
* support the Team/Subject Leader or designate in ensuring working areas project a highly professional image
* comply with the school's dress code
* ensure that any information about individual students is kept confidentially and not discussed with third parties
* have read, understood and contributed to the school's improvement plan, team action plan or other improvement tools
* support whole school ethos by;
1. Undertaking duties before, during and after the school session within directed time
2. Engaging with students positively
3. Commenting on good standards of behaviour and dress
4. Tackling poor standards of behaviour and dress
5. Supporting the teaching staff delivering the Mayfield Teaching Model
6. Having a good knowledge of the school's "vulnerable students" and strategies to support them

**Specific Duties in addition to those outlined as a Classroom Teacher**

* To manage a programme of alternative provision for pupils with identified emotional, social and/or behavioural needs in our Reflection and Refocus provision
* To provide support for pupils returning to school following suspension and to provide a supported reintegration
* To establish a programme which gives pupils the opportunity to continue studying the National Curriculum within the Reflection and Refocus provision
* Develop an understanding of the specific needs of the pupils and establish supportive relationships with them
* Work with teaching staff to organise and communicate timetable arrangements
* To organise a programme of learning activities through an approach of emotional literacy
* Assist in developing and implementing anti-bullying strategies
* Contribute to Pupil Progress Reviews
* To contribute to, and maintain, records of pupils and to contribute to behaviour plans
* To liaise with staff across the school and external agencies as appropriate
* Provide feedback to teaching staff, suggesting strategies for use in the classroom
* To provide INSET to staff on issues relating to behaviour and inclusion issues
* Be involved in extra-curricular activities, i.e. open days, presentation evenings
* Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.
* Attend meetings and training sessions as required
* To keep up-to-date with national and local developments in teaching and learning and behaviour and be fully involved in planning for future developments including a relational approach.
* To oversee relevant cost centres and ensure that at all times the school secures “best value”

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.