Job Description & Person Specification

EMPLOYEE NAME:	
SIGNED:	
DATE:	

Job Title:	**DL Innovators - Adaptive Teaching**
Grade:	**MPS-UPS, SEN Plus TLR**
Based at:	**Pinewood School, Ware, Hertfordshire**
Reports to:	**Headteacher, Deputy Headteacher**
Responsible for:	**Learning Support Staff**
Liaison with:	**Teaching staff, support staff, Headteacher, pupils, parents/carers**
Job Purpose:	To raise standards of pupil attainment and achievement within the area of responsibility and to monitor and support pupil progress. To be responsible for pupil progress and development in accordance with the school's approach to monitoring progress To ensure the provision of an appropriately broad, balanced, relevant and adapted curriculum for pupils, in accordance with the aims of the school and the curricular policies determined by the Headteacher and Senior Leadership Team. To be accountable for leading, managing and developing the curriculum. To manage teaching, financial and physical resources within the area of responsibility effectively to support the department development plan. To help develop and enhance the teaching practice of others.
Principal Accountabilities:	"Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up to date, and are self-critical; forge positive professional relationships, and work with parents in the best interests of their pupils." ***Teachers' Standards December 2021***

Job Description: DL Innovators - Adaptive Teaching

The over-riding expectation is that employees and those engaged to work within PINEWOOD SCHOOL will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact within the course of their employment or engagement by the individual school.

MAIN DUTIES

Operational/ Strategic Planning

- To develop and review syllabuses, medium term plans, resources, marking policies, assessment and teaching and learning strategies in the Area of Responsibility
- To actively monitor and follow up pupil progress
- Implementation of internal and external accreditation.
- Liaise with the exams officer in preparation for prospective examination candidates within the Area of Responsibility.
- Liaise with parents and carers confirming accredited courses.
- To oversee day-to-day management, control and operation of course provision within the Area of Responsibility, including physical resources and supporting with cover work provision.
- To work with colleagues to formulate aims, objectives and strategic plans for the area of responsibility which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- To ensure that Health and Safety policies and practices, including Risk Assessments are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager
- To oversee behaviour for learning within your faculty. Using data and observation for improvements. Reporting on this to SLT and governors.

Teaching & Learning

- Laise with the Assistant Head (Teaching & Learning) ensuring the delivery of appropriate, high quality adaptive teaching to deliver the curriculum.
- To keep up to date with and respond to national developments in the subjects and teaching practice and methodology – supported by appropriate internal/external training.
- Support staff in the management of behaviour
- Support staff with professional development

Staff Development:

Motivate, Inspire and Challenge

- To undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated subjects.
- To contribute to staff training and development within the Area of Responsibility and across the school.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.

- To be responsible for the day-to-day management of staff within the area of responsibility and act as a positive role model across the school.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover supervisor/relevant staff to secure appropriate cover.
- To support staff in matter related to well-being

Quality Assurance:

- To establish the process of the setting of targets within the Area of Responsibility and to work towards their achievement.
- To establish common standards of practice within the Area of Responsibility and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To seek/implement modification and improvement where required.
- To ensure that the Area of Responsibility's quality procedures meet the requirements of Self Evaluation and the School Development Plan.
- To produce an annual assessment analysis and Middle Leader review as part of the school's self-evaluation cycle.
- To support with the reports process

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the Area of Responsibility on the management information system.
- To analyse and evaluate, with the Area of Responsibility, performance data provided and take appropriate action in response.
- To record and measure any impact as a result of action taken

Communications:

- To ensure that all members of the Area of Responsibility are familiar with aims and objectives within the framework of the School Development Plan.
- To disseminate information from meetings as and when appropriate.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

Meetings

- Contribute to agenda setting
- Lead Middle Leader team meetings
- Contribute to SLT meetings via agenda/feedback notes or in person

Management of Resources:

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Area of Responsibility budget.
- To work with the Assistant Head in order to ensure that the Area of Responsibility's teaching commitments are effectively and efficiently time-tabled and roomed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

FURTHER RESPONSIBILITIES

Those which you do either on a paid basis, or voluntarily:

1. Undertake a specified amount of Supervision duties if applicable.
2. Offer specific activities to further enrich and develop the experience gained by the pupils' during their time at Pinewood School.
3. Undertake any additional duties and responsibilities that the Headteacher may, from time to time, request.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Pinewood School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: DL Innovators - Curriculum & Assessment

Personal and Professional Conduct

'A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.' **Teachers' Standards 2021**

Education	E	D
Educated to Level 3 (4)	✔	(✔)
Bachelors Degree or equivalent	✔	
QTS, QTLS or equivalent teaching qualification	✔	
Experience		
Proven ability re Curriculum Design for a range of learners	✔	
Successful experience of leading a class	✔	
Specialist Level 4 qualification in relevant subject or equivalent experience	✔	
Experience of a range of academic, social or emotional interventions		✔
Current experience of working in an educational environment	✔	
Experience of working with special educational needs		✔
Experience of managing and developing a small, effective team and motivating the team to achieve its full potential		✔

Experience of developing and sustaining positive relationships with a wide range of internal and external stakeholders		✔
Skills, abilities and knowledge		
Knowledge and understanding of education policies and practices relating to the education and training of children and young people	✔	
A 'can do' attitude and ability to generate high expectations, enthusiasm and commitment in both adults and young people	✔	
Ability to differentiate between individuals within a group setting	✔	
Relentless pursuit of the best possible education and learning in the interests of all children and young people	✔	
Strong inter-personal skills in coaching individuals at all levels to perform against their targets and objectives	✔	
Strong organisational skills	✔	
The ability to analyse and use data to establish benchmarks and set realistic targets for improvement	✔	
The ability to make effective use of stretched resources, including an ability to be creative	✔	
An understanding of what constitutes an effective classroom with high quality provision	✔	
Personal qualities		
A belief in the rights of children and young people to high quality education and to raising standards of achievement while recognising the value and worth of each individual and providing an experience which meets their needs	✔	
A consistently high level of professionalism	✔	
The ability to uphold the individual school and wider Trust's vision	✔	
Decisiveness, including challenging children, young people and others to produce positive outcomes	✔	
Ability to work calmly, patiently and sensitively under pressure and to manage and resolve conflict	✔	
A flexible style that involves appropriate stakeholders in decision making	✔	
A lifelong learner who understands the value of creative and innovative thinking	✔	