



## **JOB DESCRIPTION**

**Post Title:** Provision Lead

**Responsible to:** Headteacher

Grade: L3 – L7

### 1. a) Purpose of the job

- i. To provide leadership and management of the Stevenage Primary Behaviour Provision
- ii. To provide leadership and management of the EYFS KS1&2 curriculum and provision
- iii. To deliver high quality teaching and learning to pupils who are assigned to the post holder
- iv. To be an effective, supportive and enthusiastic member of the SLT

### 1. b) Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions document.

Main areas of responsibility of the post:

- Be responsible for and lead the offsite setting of the Stevenage Primary Behaviour Provision
- Ensure high quality subject and curriculum delivery through:
  - i) Monitoring quality and standards of teaching and learning at EYFS, KS1&2
  - ii) Developing and delivering schemes of work/baseline assessments/interventions
  - iii) Contributing to centre planning and self-evaluation
  - iv) Providing professional support to other members of staff
  - v) Advising on appropriate resources and materials
  - vi) leading appropriate professional development
- Appropriate deployment and management of the provision staff team and other staff resources
- Undertake performance appraisal of relevant staff
- Organisation and maintenance of the timetable in tandem with the provision staff and schools
- Ensure the smooth operational running of the provision

**Headteacher:** Mrs T Skeggs

**Deputy Headteachers:** Miss P Foley and Mrs M Newhouse

**Peartree Spring Primary School, Hydean Way, Stevenage, Herts, SG2 9GG**

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- Liaison with parents/carers, caseworkers, counsellors, parenting practitioners and other professionals
- Advice and strategies to primary schools and other professionals

#### 1. c) Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

#### 1. d) Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person

#### 1. e) Disclosure & Barring Service

September 2017

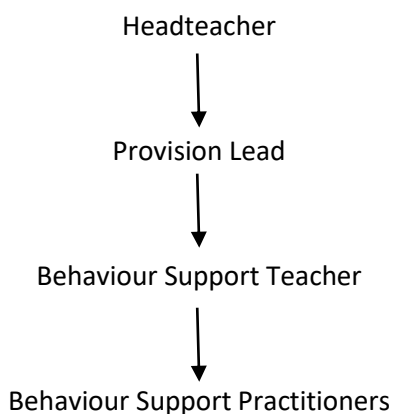
Review date September 2018

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

#### 1. f) Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the centre. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the centre's policies and practice.

#### 2. Organisation Chart



#### 3. Supervision

The post holder is line managed by the Headteacher. The frequency of meetings is determined by the centre's performance management policies and practice. The post holder will be responsible for the supervision of provision staff.

#### 4. Contacts

The post holder works directly with teachers, centre staff and pupils and has routine and regular contact with parents and carers and with external agencies and other professionals.

#### 5. Knowledge, Experience and Training

- QTS
- Evidence of further CPD
- Experience in a range of educational settings, particularly at primary/early years level
- Experience and knowledge of working with hard to reach and challenging young people who have barriers to learning

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed .....

Date .....

Name .....