

JOB DESCRIPTION

Unit Lead – Meadows Unit

JOB TITLE:	Unit Lead
RESPONSIBLE TO:	Headteacher
GRADE:	MPS/UPS
CONTRACT:	Permanent / Full-time

PURPOSE OF THE POST:

Responsible to the Headteacher at Inspire Academy for delivering a range of secondary subjects and associated qualifications to learners at KS3 and KS4 and ensuring the best possible outcomes for our learners, who all have an Education Health Care 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 for Inspire Academy learners, in line with the national curriculum. The post includes responsibility for the unit and daily deployment of support staff. The post holder will also have some pastoral responsibility and strive to ensure strong parent / carer 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.

REQUIREMENTS OF THE POST

The successful candidate will be an outstanding classroom practitioner with a proven track record of success and the ability to achieve the best outcomes for all students. We are particularly interested in candidates who share our commitment to improving the life chances of young people regardless of background.

The post holder is required to carry out the duties of a Lead Practitioner 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 Inspire Academy. All staff are expected to have a clear understanding of the aims, objectives and ethos of Inspire Academy and an awareness of its role in the

community. It is essential that the academic and pastoral frameworks of Inspire Academy be seen as inter-related.

MAJOR RESPONSIBILITIES

- To undertake the duties of a teacher as indicated in the Teachers Pay and Conditions document.
- Plan and co-ordinate a wide range of learning opportunities in secondary education.
- To teach a broad and balanced curriculum in line with the National Curriculum to secondary learners, some of whom have a wide range of special educational needs, especially social, emotional and mental health issues.
- Develop partnerships with other local schools for opportunities to share facilities.
- To work co-operatively with other staff in the general running of Inspire Academy to liaise with parents and a wide multi-disciplinary group regarding learners on roll, 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 attend INSET, training sessions and staff meetings as required.
- To make full and appropriate use of information technology with training as required.
- To implement PLT's 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 PLT's 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 Trust sites.

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 RESPONSABILITIES

- 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 behavior
- 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 of the PLT's responsibilities under the Data Protection Act 1984 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 schools' 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. This post is subject to an enhanced DBS check. Further information about the disclosure can be found at www.disclosure.gov.uk