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**Barnwell School - Job Description**

**Job Title:** Senior Leader - Teaching and Learning SEMH (adaptive teaching/staff development)

**Reporting to:** AssistantHeadteacher

**Liaising with:** Headteacher, Senior Leadership Team, Heads of faculty, Teaching/Support staff, external agencies, and parents

**Grade:**

**Job Purpose:**

* To support the school in developing strategies which ensure students with social, emotional and mental health needs (SEMH) are successful in lessons and are able to achieve their potential both academically and socially.
* To work collaboratively with staff in identifying, investigating and resolving barriers to students learning and progress.
* To plan and deliver meaningful interventions which support students to manage their behaviour and emotions in order to access learning.
* Equip students with SEMH with the strategies to manage their behaviour and emotions enabling them to make good progress in lessons and have strategies for promoting their own well-being during unstructured times.

**Principle accountability for:**

* Provide professional guidance and training to colleagues and working closely with staff, to ensure that students with SEMH receive appropriate support and high-quality teaching.
* To liaise closely with parents/carers and external agencies to ensure that students with SEMH receive the appropriate information, advise, guidance and support.
* To direct students and families to appropriate external agencies.
* To facilitate opportunities for students to reflect on poor behaviour and encourage and support them to meet school expectations.
* To monitor and evaluate attendance, seeking to motivate all students to have excellent rates of attendance.
* Assess learning, social and emotional needs and give the necessary help to remove barriers to learning.
* Oversee the support and inclusion of students who require help to remove barriers to their opportunities for success in school.
* Liaise closely with Heads of Year and SENCO to ensure appropriate provisions are in place to support or most vulnerable students.
* Recognise and respond to individual needs
* Foster strong relationships and encourage positive engagement with school
* Monitor, assess, record and report on successful classroom strategies, developing a provision map for each pupil and updating SEND passports.

**General duties & responsibilities of a member of the Senior Leadership Team:**

In addition to these professional duties common to all classroom teachers of the school, the senior leader will be a member of the Extended Senior Leadership Team and, as such, play a full part in the leadership, management and development of the school and to promote and maintain the School’s positive ethos and reputation. This unequivocal support should be extended to all other members of the Senior Leadership Team.

It is expected that all members of the Extended Senior Leadership Team will:

* Carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document
* Carry out the normal responsibilities of a class teacher as detailed in the school’s teacher job description
* Support and promote the vision, ethos and policies of the school
* Be a visible presence
* Attend and contribute to Extended Senior Leadership Team meetings
* Foster good relations between all staff and with pupils, parents, governors and the wider community
* Attend meetings of the Governing Body and its committees as required
* Organise and support school events
* Contribute to the smooth day to day running of the school
* Lead a staff duty team and maintain a senior presence around the school, participate in a weekly lunch duty rota
* Lead and manage planning improvement to translate the school aims and policies into action, enabling the school to reach its goals and targets as specified in the School Improvement Plan
* Play a central part in the strategic leadership of the school
* Contribute to:
  + Formulation of the SIP and SEF
  + Developing and maintaining school policies
  + School process of self-evaluation

Be responsible for the management of staff and resources as delegated by the Headteacher. Share general aspects of whole school management and leadership (e.g., staff appointment, performance management, staff development, organising events). Promote and safeguard the safety and welfare of young people and children.

**Specific areas of responsibility:**

*Leadership and Management:*

* Evaluate all systems and procedures put in place to ensure they are effective in improving the quality of education provided, meet the needs and aspirations of all students and raise standards of progress and achievement
* Develop and maintain excellent relationships with staff working in the other partner schools
* Continuous review of the school’s use of adaptive teaching strategies taking into account local and national initiatives and legislation
* Communicate effectively with parents and students as appropriate
* Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools
* To work closely with the Governing Body to ensure the school operates effectively and efficiently leading to high standards across the school
* Assist the Headteacher in creating an ethos and providing an educational vision and direction which secure effective teaching, learning and achievement by students and prepare them for the opportunities, responsibilities and experiences of adult life and secures the commitment to the vision and direction of the school
* Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievements

*Teaching and Learning:*

* Ensure the achievement of quality standards in all lessons
* Promote and develop new ideas in teaching and learning
* Lead whole school training of Teaching and Learning
* Work with Faculties to ensure that the quality of Teaching and Learning is improving
* Mentor individual teachers who require development and training
* Develop a high-quality ethos of learning (excite, engage, enthuse) amongst students based on a shared vision
* Promote and secure a culture of independent learning

*Behaviour & Safety:*

* Promote and secure exemplary standards of student conduct, discipline and dress code
* Provide opportunities for effective pastoral care which supports outstanding achievement

*This job description will be reviewed annually and may be subject to amendment 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 School in relation to the post holder’s professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, wellbeing and care of pupils. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Headteacher from time to time.*

**Person specification**

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| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher status * Degree * Professional development in preparation for a leadership role |
| **Experience** | * Leadership and management experience in a school * Teaching experience * Involvement in school self-evaluation and development planning * Line management experience   Demonstrable experience of successful line management and staff development |
| **Skills and knowledge** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Understanding of school finances * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others   Ability to build effective working relationships |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times   Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. |