

The Specialist Education Trust

ALTERNATIVE PROVISION TEACHER AT LITLEDOWN SCHOOL

JOB DESCRIPTION

Effective Date: September 2026 (or asap)

Pay scale: Teachers' Main Pay Scale (Fringe) and Upper Pay Scale (if appropriate).
TLR2 for specific responsibilities.

Responsible to: Assistant Head Teacher of Littledown School

Location: Littledown School, Queens Road, Slough, Berkshire, SL1 3QW

Main purpose of the job

- To be able to teach the primary curriculum across Key Stages 1 and 2
- To ensure pupils are assessed and fully supported according to their academic and holistic developmental abilities
- To lead and manage the staff and pupils of the Alternative Provision under the direction of the Headteacher
- To provide consistent and effective SEMH advice and support to colleagues in school and within local mainstream primary schools

Key Responsibilities

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To teach and be responsible for the planning, organisation, delivery and assessment of the Early Years and/or Primary Curriculum.
- To monitor, assess and review the academic and holistic progress of individual pupils and groups of pupils, to maintain records and prepare and present reports.
- To ensure that learning needs are met through use of adapted and/or differentiated tasks that maintain high expectation and appropriate challenge.
- To manage the behaviour of the class group and individual pupils within the structure of the Trauma Informed Behaviour Regulation policy.
- To provide effective advice and support strategies to local primary schools for primary age pupils related to their SEMH needs.
- To be able to coach and model how strategies can be successfully implemented and embedded to a range of staff in Littledown and other local mainstream primary schools.
- To ensure effective use of support staff within the classroom environment.

- To plan, organise and lead educational visits and extra-curricular activities where necessary.
- To foster positive relationships with a range of people in and out of Littledown School.
- To work with a range of colleagues on planning for the achievement of all pupils.
- To ensure that the safeguarding needs of children and young people are met
- To understand and follow the 'Team Teach' principles and guidance in school
- To be committed to improving teaching practice by taking part in professional development opportunities provided by the school, including staff meetings and face to face or online CPD.
- To lead a subject across the school.
- Liaise with other agencies as appropriate.
- To oversee the administration of medication for pupils in your care.
- To ensure that school policies are reflected in daily practice.
- To support Health & Safety Regulations, ensuring safe working practices are adhered to. This role has Health and Safety job responsibilities at Level 2 as outlined on the Health and Safety policy.
- To support the Headteacher and SLT in promoting the ethos of the school.
- Participate in the performance review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Carry out duties that may reasonably be requested by the Head Teacher in accordance with current teachers pay and conditions documents.

Generic Accountabilities

Attend daily and weekly meetings, as required. Attend occasional meetings and training sessions during evening hours or in school holidays, as required and agreed.

Safeguarding Children

In accordance with the commitment of Littledown School to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2025) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the pupils and the school.

You are also required to know and adhere to the following documents; "Working Together to Safeguard Children" (2018), "Sexual Violence and Sexual Harassment Between Children in Schools and Colleges" (2021) and "What to do if you're worried a

child is being abused" (2015). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Littledown School or The Specialist education Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations May 2018 and are properly applied to pupil, staff and school business/information.

Staff are expected to act in accordance with school policies and various government legislations, which may be amended occasionally.

Freedom of Information

The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.

No Smoking or Vaping Policy

Littledown School will not allow smoking or vaping in any of its buildings, playgrounds or gardens and notices to this effect are displayed at the entrance to the school. It is the policy of Littledown School, that smoking or vaping will not be allowed anywhere on the school premises, apart from one designated area. The school have one designated area at the back of the school just outside of the school boundary.

Person Specification					
Key	Selection Criteria: E- Essential D- Desirable	Evidenced from: A- Application Form I - Interview Process			
		E	D	A	I
Qualifications					
	A Degree	✓		✓	✓
	Qualified Teacher Status	✓		✓	✓
	SEN Qualification		✓	✓	
	Current driving license – willingness to drive the school minibus		✓		✓
Knowledge					
	To have a clear understanding of the National Curriculum and EY Statutory Framework and its application	✓		✓	✓
	Knowledge of effective differentiation and adaptive strategies that enable all children to make good progress	✓		✓	✓
	Commitment to further training/study to widen knowledge base	✓		✓	✓
	Ability to use a range of effective classroom management and regulation strategies	✓		✓	✓
	Knowledge and experience of working with pupils with SEMH needs	✓		✓	✓
	Knowledge and experience of using Trauma Informed Practices	✓		✓	✓
	Ability to communicate and model effective strategies to a range of professionals to support children with SEMH needs in a range of settings	✓		✓	✓
	Good knowledge of relevant legislation and guidance in relation to working with, safeguarding and the protection of children and young people e.g. Keeping Children Safe in Education, Health and Safety at Work 1974, GDPR 2018, Freedom of Information Act 2010, The Equality Act 2010 etc	✓		✓	✓
Communication					
	The ability to communicate effectively in a verbal and written form to a range of audiences	✓		✓	✓
	Clear communication skills that demonstrate strong levels of English language skills	✓		✓	✓
	Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓			✓
Skills and Aptitudes					
	The ability to teach all subjects across the primary age range including EYFS	✓		✓	
	Ability to maintain a positive attitude to pupils with a history of behaviours that challenge in school	✓		✓	✓
	A willingness to work throughout the primary school and with other schools	✓		✓	
	The ability to develop and maintain professional relationships and contribute positively to the school team	✓		✓	
	The ability to develop and maintain professional relationships with parents, cares, external agencies and other professional agencies	✓		✓	✓
	The ability to contribute to a specific curriculum area or areas	✓		✓	
	Highly organised and motivated to manage the diverse roles of a class teacher	✓		✓	
Personal Qualities					
	High levels of professionalism, honesty and integrity and a highly ethical approach to all aspects of the role	✓		✓	✓

Committed to raising the levels of achievement of children of all abilities	✓			✓
Flexible to change and willing to try new approaches	✓		✓	
Openly committed to sharing values and supportive of others	✓		✓	
Have high standards in terms of attendance, punctuality and meeting deadlines	✓		✓	
Committed to safeguarding and promoting the welfare of children.	✓		✓	✓
Clear understanding of equal opportunities and how to promote this in the classroom.	✓		✓	✓

Signed: (Employee)

Date:

Signed: (Manager)

Date: