

Job Description

Post Title: Focused Provision Teacher

Purpose:

- To plan, implement and deliver a relevant, appropriate, and differentiated curriculum for pupils accessing a Focused Provision.
- To monitor and support the overall development of pupils both academically and in practical independence skills.
- To promote and facilitate a learning environment which provides pupils with opportunities to achieve appropriate qualifications and practises to contribute to their next steps.
- To support and share the Trust's responsibility to provide and monitor opportunities for pupils personal and academic growth.

Reporting to: Deputy SENCO in charge of the Focused Provision.

Main (Core) Duties: To carry out the professional duties of a school teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

Curriculum

- To develop schemes of work and teaching resources to support the pupils in the Focused Provision who have SEND needs and may have specific learning needs outlined in an EHCP.
- To plan, prepare, and update teaching resources and materials that meet the needs of the pupils.
- To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and the demands of the curriculum offered.
- To plan and prepare lessons according to exam board recommendations, internal and external quality assurance.
- Provide cover work when absent and contribute to cover work set within the curriculum.
- To teach pupils according to their educational needs, including the setting and marking of work completed by the pupil within lesson time.
- To set appropriate homework to support learning and attainment, to minimise regression, particularly during prolonged absences from the Academy.
- To be prepared to set work for pupils accessing the Focused Provision who are still on roll and the responsibility of the academy.
- To ensure the teaching and learning of the breadth of the curriculum is reflected in the experience of the Focused Provision pupils.
- To undertake, and contribute to, a designated programme of teaching to fully prepare pupils for qualifications offered in the Focused Provision.

Assessment

- To track pupils progress and use information to inform teaching and learning.
- To monitor and evaluate the progress of pupils using departmental Quality Assurance and Exam board recommendations.
- To keep up-to-date pupil records, adhering to GDPR regulations and guidance.

- To use departmental tools to record and reflect on pupil progress (for example: BSquared, Provision Maps, Skills Builder).
- To assess, record and report on the attendance, progress, development and attainment of pupils enrolled into the Focused Provision and keep appropriate records under GDPR regulations and guidance.
- To contribute and provide oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Department

- To liaise with support staff (TAs and LMs) to collaboratively plan for Focused Provision pupils and ensure the effective deployment of classroom support.
- To provide cover for staff members absent within the department.
- To liaise with specific support staff allocated to individual pupils to ensure learning is appropriate to the target pupil.
- To work as a member of the SEND team and to contribute positively to effective working relations within the SEND team, the academy and the Trust.
- To contribute to the preparation of action plans, EHCPs, progress files and other reports.
- To alert appropriate staff to challenges experienced by pupils and make recommendations as to how these might be resolved.

Wider Academy

- To contribute to whole academy planning activities.
- To access departmental and academy-wide CPD.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside of the Trust concerned with the welfare of individual pupils following consultation with appropriate senior staff.
- To play a full part in the life of the academy; support its distinctive mission and ethos, and to encourage staff and pupils to follow this example inside and outside of the Academy.
- To actively promote the Trust's corporate policies.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.

Safeguarding

- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.
- To regularly undertake Trust safeguarding training and CPD targeting at improving and maintaining safeguarding practises.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.