



Job Description

Post Title	Salary	Reviewed
Lead Teacher – Primary Alternative Provision	<i>MPR + SEN +TLR2 Allowance</i>	July 2025

Managed by: Director of Clinical Services/ Director of School Improvement

Responsible for: HLTAs and LSAs

- Day-to-day coordination and deployment of support staff within the Alternative Provision.
- Oversight of pupil programmes, intervention planning and reintegration processes.
- Oversight of the Outreach Team to ensure seamless support and transitions for pupils.
- Providing professional guidance and support to classroom-based support staff and outreach staff.
- Line management of designated support staff, dependent on experience and organisational structure.
- Contributing to the operational leadership and development of the Alternative Provision.

Job Purpose

- Be responsible for the learning, wellbeing and achievement of all pupils in the provision, ensuring equality of opportunity for all.
- Deliver a personalised curriculum that meets the academic, social, emotional and behavioural needs of pupils, supporting positive outcomes, inclusion and successful transitions.
- Work proactively and effectively in partnership with parents/carers, schools and external agencies in the best interests of pupils.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect and maintaining professional boundaries.
- Act within statutory frameworks and Teacher Standards.
- Take responsibility for promoting and safeguarding the welfare of children and young people.

Key Job Outcomes

Teaching and Learning

- Deliver the curriculum appropriate to the age and ability of pupils taught.
- Prepare and develop teaching materials, programmes and pastoral arrangements.
- Be accountable for attainment, progress and outcomes.
- Plan teaching that builds upon prior knowledge and addresses barriers to learning.
- Have a clear understanding of SEND, SEMH and additional needs.
- Have a good working knowledge of the SEND Code of Practice and ensure EHCP outcomes, individual plans and provision maps are effectively implemented through high-quality teaching and support.
- Promote high standards of literacy, communication and numeracy.
- Use assessment, monitoring and recording systems effectively.
- Make accurate and productive use of assessment to secure progress.
- Give regular feedback and encourage reflection and independence.
- Use relevant data to monitor progress and set targets.
- Deliver personalised learning programmes that address barriers to learning and promote engagement.
- Promote development of communication, emotional regulation, resilience and independence.
- Contribute to assessment, transition and reintegration planning for pupils where appropriate.
- Set homework and enrichment activities where appropriate.
- Participate in examinations, assessments and curriculum leadership responsibilities as required.

Behaviour and Safeguarding

- Establish a safe, purposeful and stimulating environment.
- Manage classes effectively and maintain positive relationships with pupils.
- Be a positive role model with high expectations of behaviour.
- Use trauma-informed and relational approaches to support positive behaviour and emotional wellbeing.
- Create a safe, nurturing environment that promotes inclusion, participation and successful learning.
- Promote attendance and engagement.
- Carry out duties as directed.
- Promote and safeguard the welfare of children and young people in accordance with Trust procedures.

Team working and collaboration

- Provide day-to-day leadership of the Alternative Provision, including coordination of staff, pupil programmes, outreach, reintegration planning and partnership working.
- Work with the Director of Clinical Services to oversee the Outreach Team to coordinate support programmes, share information, plan interventions and support successful pupil transitions, reintegration and sustained placements.
- Participate in meetings, assemblies and professional development.
- Work as an effective team member and share best practice.
- Support induction and development of colleagues where appropriate.
- Ensure support staff are effectively deployed and understand their responsibilities.
- Work collaboratively with families, schools and external agencies to support pupil progress, attendance and successful outcomes.
- Contribute to curriculum, organisational and pastoral development.

- Cover for absent colleagues as required.

Wider professional responsibilities

- Work collaboratively with other professionals and agencies.
- Take part in Annual Reviews and Personal Education Plan meetings as required.
- Communicate effectively with parents and carers.
- Make a positive contribution to the wider life and ethos of the school.
- Take an active role in pupil transition and reintegration processes.

Administration

- Register attendance and undertake administrative and organisational tasks as required.

Professional development

- Regularly review the effectiveness of teaching and assessment.
- Participate fully in training and development opportunities.
- Keep up to date with initiatives and best practice.
- Engage in professional development relating to SEND, SEMH, safeguarding, inclusion and trauma-informed practice.
- Participate in appraisal processes.

Developing North Star Academy Trust

- Contribute to achieving the vision and aims of the Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.
- To lead cross trust initiatives.

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trusts Health and Safety Policy and departmental codes of practice.
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.