

Stratford-upon-Avon School

Job Title:	Specialist in Vocational Learning and Alternative Curriculum - (Maternity Contract)
Grade	Band I (salary details at appendix 2), plus £4,000 responsibility allowance
Hours:	37 hours weekly / 39 weeks per year
Reporting to:	Assistant Head (Inclusion)
Department:	Vocational and Alternative Curriculum

Main Purpose of Job

To lead, manage and coordinate the Learning and Employment Action Programme (LEAP).

- To design and quality assure the academic, vocational, and pastoral programme that students receive
- To lead the programme of learning to support the acquisition of five desirable qualifications.
- To coordinate the acquisition of valuable 'employment related' skills and experiences (including visits, visitors and external guest speakers, work experience, vocational study pathways)
- To drive student attainment and progress; Vocational and employability experiences; attendance and behaviour
- To acquire regular assessments, benchmark progress and implement necessary support
- To liaise with key stakeholders as appropriate: Link teaching staff, external agencies, other educational providers and parents.

To lead, manage and coordinate the KS3 Bridge Provision:

- To design and quality assure the academic, and pastoral support programme that students receive
- To lead a programme of learning and nurture support that provides students with appropriate respite, and the acquisition of necessary skills to reengage with the mainstream school curriculum.
- To oversee, and coordinate regular assessments of both academic and emotional status; benchmarking and charting progress
- To liaise with key stakeholders as appropriate: Link teaching staff, external agencies, other educational providers and parents.

Key Areas and Activities

Curriculum

- Within LEAP, BRIDGE and STAR, to lead the development of appropriate programmes of study, resources, schemes of work, marking policies and teaching strategies
- To ensure the effective/efficient deployment of staff for agreed lesson delivery
- Coordinate and plan the timetable including rooming and off-site activities
- Organise any relevant off-site activity – eg rock-climbing, work experience, DoE navigation and expedition preparation – including transport, risk assessments, parental consent, student medical requirements, lunch provision
- Liase with key teaching and specialist support staff and other educational providers to support and quality assure the delivery of 'core' subjects within LEAP & BRIDGE

Teaching and Learning

- To lead the planning and preparation of courses and lessons
- To teach and deliver elements of the curriculum
- Set expectations for staff and students in relation to standards of achievement and the quality of learning and teaching
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology
- Promote the profile of the broader subject areas learning via presence, passion and extra-curricular activity

Student Support and Progress

- To liaise with the relevant college leaders, SEN and tutors to regarding students who access LEAP, BRIDGE, STAR
- To evaluate and monitor the progress of students and maintain up-to-date student records as may be required, eg Student PEPs
- To alert the appropriate staff to problems experienced by students
- To support teachers as appropriate with student learning and broader pastoral matters
- To communicate as appropriate, with the parents of students
- Providing support to colleagues in all matters relating to teaching and curriculum including classroom management and student behaviour
- Develop the celebration of student achievement within LEAP, BRIDGE and STAR

Assessment, Feedback and Tracking

- To lead, monitor and evaluate the assessment, marking and feedback to students in line with whole school and Department policy
- To help lead the innovation and development of assessment, marking and feedback strategies within the Department to shape and further improve current practice
- To lead the Department moderation and tracking systems relating to students attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required, providing a model for department practice
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required, standardising practice within the Department
- Complete the relevant documentation to assist in the tracking of students
- To provide tutor reports and interim assessments as required
- To attend Parents' evenings to report progress or support parents in understanding aspects of the vocational curriculum
- To attend Option Evenings to use specialist knowledge, experience and training to help parents and students make appropriate curriculum choices

Awarding Bodies

- Liaise with Awarding Bodies – e.g. ASDAN, Princes Trust and Duke of Edinburgh
- Coordinate standardisation meetings and external verifications
- Attend standardisation meetings with ASDAN and Princes Trust etc
- Attend annual verification meetings with student's work
- Undertake assessment of student work as requested by external examination bodies, curriculum areas and school procedures
- Coordinate the submission of student assessment data for examinations.

School support

Be available to support good practices in management of Students within and other areas of SEN and the School.

To be able to work in a variety of school settings in the terms of availability (as timetabled) for Cover responsibilities and Duties.

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Management Posts

Strategic

Provide support for the management of the SEN Function, including:

1. Ensure the effectiveness of the function to maximise the positive impact on teaching and learning, student wellbeing and extended services provision
2. Establish standard operating procedures
3. Maximise efficiency
4. Develop and maintain an ongoing customer focus
5. Production of area development plans (as part of overall School Improvement Plan) including identification of needs, costs and prioritisation of works.
6. Ensure compliance with health and safety, safeguarding, data protection and other regulatory requirements
7. Develop and share good practice across the team and the school and into such partnerships as may be existing, or be appropriate for development, with other schools, businesses and other relevant bodies
8. Provide advice and guidance to partner and cluster schools and organisations within area of responsibility
9. Ensure effective procedures for the recruitment, appointment, induction, review and development of staff within your working area, in line with school policy and within overall guidance by HR
10. Develop and implement procedures to identify impact measures, evaluate the effectiveness of your responsibility area and feed directly into development planning.
11. Provide and act upon management information as required, by agreement with the SENCo.

Corporate

1. Be a member of the Support Staff Management Team to contribute to the leadership, management, development and effective operation of support services
2. Take a full and active part in the operational management of the school
3. Contribute to system leadership through purposeful collaboration with partner schools and other organisations
4. As a member of staff in a school that works in partnership with other organisations, contribute to the development and sharing of good practice into partnership with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
5. Be prepared to carry out staff duties, and be a presence round the school at key times and at key school events
6. As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits
2. Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

1. As a senior member of support staff, membership of the Support Staff Management Team
2. In the event that a Health and Safety Committee is in force at the school, the post holder may be required to be member.

Appendix 2

Specialist in Vocational Learning and Alternative Curriculum

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours per week typically with daily hours of work of:
Monday-Thursday 08:00 – 16:10, Friday 08:00 – 15:40, with a 40-minute unpaid break.

Working weeks will be 39, comprised of 38 weeks of school terms, plus a total of 5 training days, (actual dates to be designated on a year-by-year basis).

There is provision within this role for additional hours worked to attend parents' evenings /option choices. These are to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

There is not usually specific provision for overtime payment for more senior staff posts which are graded at Band I or above. However, where significant and sustained additional hours are required in pursuit of a specific agreed development, agreement will be made to allow some time in lieu to be taken at a mutually convenient time or, occasionally, for an element of payment to be made.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 28 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking (subject to availability)
- Free lunch if undertaking a lunchtime staff duty.
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band I, (points 22-25) is within the range £31,365 to £33,945. Actual salary based on number of weeks worked is calculated as £27,172 - £29,408 per annum subject to any continuous service plus £4,000 responsibility allowance.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.
This post is subject to an Enhanced Disclosure including a children's barred list check.*