



# Job Description

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St. Helens Council

**Post:** Teacher in Pupil Referral Unit

**Post Number:** EEQN27/EEBIP09/EEQN26/EEQN120

**Department:** Children and Young Peoples Service

**Grade:** MPS + SEN allowance

**Responsible to:** Teacher-in-Charge in relevant Keystage

**Purpose of the Post:** To provide effective and engaging teaching for pupils who are disaffected or who have emotional, mental health and/or behavioural difficulties and are receiving all or part of their education out of mainstream school. The tuition may be delivered in several venues and bases within St Helens.

## **Duties and Responsibilities:**

1. To work as a member of a teaching team within a designated base.
2. To prepare and teach programmes of work in line with National Curriculum Guidance in the off site provision, with a particular focus on key skills some of which will be delivered using ICT across the curriculum.
3. To adopt responsibility as a Curriculum Co-ordinator for agreed areas of the curriculum.
4. To prepare/enter/supervise pupils for examinations or accreditation where appropriate.
5. To act as key worker for nominated pupils and take responsibility for their reviews, IEPs and co-ordination of their programme.
6. To develop effective partnerships with parents, schools and other agencies.
7. To be able to plan, organise, prioritise and evaluate his/her professional work.
8. To maintain accurate and up to date records and respect confidentiality.
9. To evaluate and report on the effectiveness of the programmes of study delivered.
10. To contribute to the Alternative Service Development Plan.
11. To assess and record pupil progress in line with service policy.

12. To offer and attend staff training (INSET) as required.
13. To take part in regular staff meetings.
14. To support pupils to re-integrate where appropriate through the co-ordination and support of a re-integration plan.
15. To utilise Restorative Approaches to resolve conflict and relationship difficulties between pupils and staff. This could occur both within the unit and within the mainstream schools unto which the young person is re-integrating.
16. To support the Teacher-in-Charge in ensuring that the best possible educational opportunities in line with Ofsted requirements are offered to young people within the unit.
17. To comply with the Performance Management and Appraisal policies operating within the Service.
18. To line manage Senior Learning Assistants under the guidance and direction of the Teacher-in-Charge.
19. To support and advise schools and other professionals on management strategies for pupils with behaviour, social and emotional difficulties.
20. To manage information on referred pupils ensuring appropriate assessment, including CAF where appropriate is undertaken
21. To monitor compliance with the policy, procedures and guidelines to keep appropriate records where required.
22. To work in each of the various components of the service according to the needs of the service as a whole.
23. To ensure that safeguarding of the young people involved is of paramount importance and to follow service policies and First Response procedures.
24. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
25. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area and amongst employees within remit of the post.
26. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

**This post is subject to Disclosure**

**This post is Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise the job description from time to time and will consult the postholder/s at the appropriate time.**

Date prepared: May 2015



# Person Specification

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St. Helens Council

**Job Title: Teacher in Pupil Referral Unit**

**Ref No: EEQN42**

Knowledge	E = Essential D = Desirable	Identified by
Knowledge of current educational developments and relevant legislation.	E	A/I
Skills and Abilities	E = Essential D = Desirable	Identified by
An effective teacher with the ability to develop effective relationships with pupils who are disaffected or have emotional and behavioural difficulties.	E	A/O/I
The ability to develop and deliver differentiated programmes of work for pupils in National Curriculum subjects.	E	A/I
Excellent interpersonal, communication and presentational skills.	E	A/I
The ability to develop and deliver alternative curriculum courses for pupils whose experience of mainstream and special schooling has been unsuccessful.	D	A/I
Experience	E = Essential D = Desirable	Identified by
Recent experience of teaching in the keystage relevant to the post demonstrating particular skill with children who are disaffected or who have emotional mental health and/or behavioural difficulties.	E	A/O/I
Experience of working in partnership with other agencies.	E	A/I
Experience of delivering alternative curriculum.	D	A/I
Qualifications	E = Essential D = Desirable	Identified by
Teaching qualification	E	A/Q
Additional qualification in the teaching of SEN.	D	A/Q
Special attributes required of the candidate	E = Essential D = Desirable	Identified by
Must be able to demonstrate all of the following;  High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements Ability to build and maintain successful relationships with pupils, treat them consistency, with respect and consideration, and demonstrate concern for their development as learners Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom	E	A/I/R

<p>they work.</p> <p>Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</p> <p>Able to liaise sensitively and effectively with parents and carers recognising their role in pupils' learning</p> <p><b>Able to improve their own practice through observations, evaluation and discussion with colleagues</b></p> <p>Car driver / use of a car.</p>	D	
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If an applicant cannot drive as they are precluded by disability applications are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirement to enable the duties to be carried out effectively and efficiently with reasonable adjustment.

A = Application

I = Interview

R = Reference

O= Observation

Q=Qualification check