**Northumberland Pupil Referral Unit**

**Assistant Head Teacher**

**Published: 16 May 2022**

**Closing Date: 5:00pm, 23 May 2022**

**Salary: L6-L10**

**Required for: 1 September 2022**

There is an exciting opportunity to join Northumberland Pupil Referral Unit (PAN 40), at a time of change and development. Northumberland Pupil Referral unit was judged to be a Good establishment in March 2019 and the Management Committee are looking to move to a Key Stage 3 and 4 Provision from January 2023, with developed buildings, curriculum and offer.

The Management Committee have recently appointed a new Head Teacher, who will take up their role in September 2022, and this is an ideal opportunity to be appointed to support the developments in the newly formed Leadership Team developing the Pupil Referral Unit offer.

From September 2022, the Northumberland Pupil Referral Unit will support students in Key Stage 3 who are permanently excluded from school or who need a short stay support package to return to mainstream schooling. From January 2023, Key Stage 4 students will join the provision. A new curriculum offer needs to be designed and developed and this will be part of the role of the new Assistant Head Teacher, working closely with the Head Teacher.

Our vision is to provide a high quality educational and therapeutic community, which offers life-changing opportunities in preparation for adulthood, within a safe, creative and exciting environment. All students have their Learning, Social and Community Capital baselined, with an ambitious structured personalised programme to close gaps in academic and social norms, ensuring that all students are ready for the next stage in their lives.

Applications are invited from outstanding support practitioners who can demonstrate outstanding relationships and outcomes across Key Stages 3 and 4. There is a teaching element to this role, therefore we are looking for outstanding practitioners (ideally within a core subject of English, Maths or Science) to model and coach the present teaching staff and lead CPD. You must also be able to demonstrate recent, successful impact within your current role.

The successful applicants will benefit from significant support from our Head Teacher and Management Committee. A personalised CPD package will be provided to support your transition into the school.

For an informal conversation please call the Northumberland Pupil Referral Unit on 01670 514963 to speak to the current Executive Head Teacher.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Further information about the school can be found on our website.

An application pack, including an application form, is available by telephoning the school office or on the website

We ask that you complete the Application Form and write a letter, no more than two-sides of A4 outlining:

* Your vision for education within a school serving students with Social, Emotional and Mental Health.
* Your experiences to date and how they will impact the students, parents/carers, staff and community at Northumberland Pupil Referral Unit

Letters of application, along with completed application form should be returned directly to the school by post and/or by e-mail admin@pru.northumberland.sch.uk, no later than **5pm on Monday 23 May 2022**. Successful shortlisted candidates will be contacted individually to inform them of their interview, which will take place later this week.

School Name: Northumberland Pupil Referral Unit

Full address: Hepscott Park, Morpeth. Northumberland

Postcode: NE61 6NF

Tel.: 01670 514963

e-mail: admin@pru.northumberland.sch.uk

Website address: www.pru.northumberland.sch.uk

**Welcome to Northumberland Pupil Referral Unit…**

Thank you for your interest in applying for the position of Assistant Head Teacher at the Northumberland Pupil Referral Unit.

The Management Committee are seeking to appoint someone who has the skill and dedication to continue the development of the PRU into an excellent Key Stage 3 and 4 provision. We need our Assistant Head Teacher to:

* have a clear vision for the future of this successful school.
* understand and empathise with the complex learning and emotional difficulties of our young people and ensure that each one of them continues to achieve their full potential
* be an enthusiastic, empathetic and inspiring leader with excellent communication skills
* have a passion for individualised learning aimed at developing the knowledge life skills and experiences of our children and young people
* provide effective leadership of the school and foster and develop the professional development of all staff
* have the ability to engage parents, carers and stakeholders in our young peoples’ education.

In return we offer you:

* a purposeful and well-resourced school
* an opportunity to work with young people from across the county who have various barriers to success
* the support of experienced and dedicated staff
* the opportunity for on-going personal and professional development
* a strong and effective Management Committee, which is both supportive and challenging and wholly committed to working in partnership
* an opportunity to work in partnership with local schools and share and develop good practice.

The closing date for the receipt of applications is 5:00pm on Monday 23 May 2022. Shortlisting is scheduled for Tuesday 24 May and interviews will take place later in the week.

 If you would like an informal discussion about the post please contact the present Executive Head Teacher, on 01670 514963

Yours sincerely

Graham Reiter

Chair of the Northumberland PRU Management Committee

**Northumberland Pupil Referral Unit**

 **JOB DESCRIPTION**

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| **Post Title: Assistant Head Teacher** |  | **Office Use** |
| **Grade:**  | **Workplace: Northumberland Pupil Referral Unit** | **JE ref:****HRMS ref:** |
| **Responsible to: Head Teacher**  | **Date: May 2022** | **Manager Level:** |
| **Job Purpose:** To assist the Head Teacher to lead and manage the school and make a significant contribution to the strategic development of the school. To promote excellence in the quality of education provided, whilst reinforcing the ethos of the unit, working with the Head Teacher and staff to sustain and enhance the standing of the Northumberland Pupil Referral Unit. To take responsibility for Teaching Learning and Assessment throughout the school; leading and driving the successful implementation, consolidation and further development of integrated planning and assessment.  |
| **Resources** | Staff | Management of classroom based teaching and support staff |
| Finance |  |
| Physical |  |
| Clients | involve staff, parents, governors and other stakeholders in establishing a clear set of shared aims, objectives and values for the Pupil Referral Unit, |
| **Duties and key result areas:****Leadership and Management*** Deputise for the Head Teacher where appropriate.
* To ensure that positive communication is maintained with parents and stakeholders through reviews, meetings, phone calls, updates reports, letters and other informal opportunities.
* Take a lead role in whole school development/improvement, planning, implementation, monitoring and evaluation.
* To take a significant role in the coordination, development and delivery of all elements of pastoral care.
* Be responsible for e-safety

**Teaching and Learning** * In addition to the responsibilities listed below this post will have the job description and responsibilities of a Classroom Teacher.
* To plan, develop and deliver outstanding teaching and learning.
* To provide a model of good practice by teaching across the age and ability range, expecting and securing the highest standards of behaviour, work and attainment from pupils, commensurate with their ability.
* To establish the highest standard of teaching, learning and attainment, commensurate with the abilities of the students measured against baseline and benchmark data. (assessment on entry)
* To comply with school policy and formulate subject policy and development planning regarding aims and objectives, schemes of work, target setting, teaching and learning, homework and assessment.
* To oversee the range of teaching styles and approaches used across the school, advising on good practice in teaching and classroom management.
* To ensure that subject accommodation, classrooms and corridors are kept safe, clean, litter free, attractive and educationally stimulating; with displays that are regularly updated and in good condition.

**Recording and Assessment** * Develop and maintain a whole school approach to assessment and target setting.
* To scrutinise, analyse and interrogate assessment data and profiles to inform appropriate, individualised intervention planning and strategies.
* Analyse assessment data from a variety of sources to inform whole school planning and resourcing.
* Present assessment data to a range of stakeholders.
* Evaluate analysis of data to identify barriers to learning and suggest ways to address these.
* Monitor the progress of pupils throughout the year, identifying gaps and any underachievement
* Provide class teachers and SLT and the Management Committee with assessment data.
* Coordinate informal and formal assessment arrangements.
* Ensure assessment materials are ordered and located to the relevant areas of school.
* To reinforce the broad meaning of Assessment for Learning and the appropriate use of both formative and summative assessment
* To develop robust/comprehensive assessment and profiling systems
* To provide detailed reports and suggested strategies at the end of PRU placements

**Curriculum*** To help manage the creation and development of creative, motivating and exciting schemes of work to reflect the requirements of school policy, the National Curriculum, and Pupil needs.
* These schemes should be accessible working documents indicating clearly to all interested parties the work that children in any group are doing: topics for study, the children’s learning activities, any cross-curricular links, and where appropriate, the National Curriculum programmes of study.
* To work with the class teams to oversee and monitor teachers and TA’s in the planning and preparation of lessons, the setting of homework, assessment and record keeping.
* To ensure ICT and emerging technologies are used where appropriate to enhance and support learning in school and at home.

**Staff Development** * To play a lead role in the performance management of teaching staff and, in doing so, maintain a positive approach to teaching and learning
* Carry out lesson observations and support individual staff to raise standards of teaching
* Lead staff CPD sessions that focus on raising standards across the curriculum
* Provide coaching, mentoring, guidance and support to other members of staff to raise pupil achievement across the school.
* To participate in the appointment and induction procedure for new staff
* To liaise between the Headmaster and staff where appropriate.
* To participate in school procedures for ensuring that job descriptions are up to date

**Pastoral Responsibilities** * To understand the Pastoral role of all staff and assist where possible with the care, welfare, support and discipline of pupils
* To provide a secure, stimulating and orderly environment in which pupils’ happiness, welfare and all-round development can be nurtured.
* To ensure a wide range of activities for pupils and to give them confidence in their ability to take on new challenges.
* To help to establish measures needed to promote and reinforce expectations of good behaviour.
* To contribute to a token economy/reward system.
* To contribute to extra-curricular activities

 **General Management Responsibilities** * To keep the Head Teacher aware of events, through attendance at weekly meetings, Senior Management meetings and other meetings, as appropriate.
* To be responsible for the coordinate the academic and administrative timetables (which may be delegated to others).
* To ensure use of best practice in record-keeping on the school academic and pastoral database.
* To monitor and oversee the ordering, maintaining and updating of Educational Resources.
* To manage Pupil Premium and Sports funding budgets – Plan expenditure maximising impact on attainment and achievement.
* To prepare class lists as required.
* To oversee educational and recreational outings, educational visits and ‘reward trips’ ensuring good value for money.
* To report to the Management Committee and attend meetings as required.
* To carry out any other duties that from time to time might reasonably be requested by the Head Teacher.
* Ensure the school complies with relevant legislation.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. |
| **Work Arrangements** |
| Transport requirements:Working patterns:Working conditions: | * Current car driving licence. (be able to meet the transport requirements of the job)
* Teachers Pay and Conditions
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 **PERSON SPECIFICATION**

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| **Post Title:**  Assistant Head Teacher | Northumberland Pupil Referral Unit | Ref: |
| **Essential** | **Desirable** | **Assess****by** |
| **Knowledge and Qualifications** |
| * Primary qualification or considerable successful experience of teaching all subjects. Experience of teaching primary age pupils. (Role requires teaching of pupils Yr2 - Yr9)
* Good/outstanding teacher
* Recent, relevant in-service training - particularly in relation to teaching and learning and assessment and in relation to leadership and management
* Excellent knowledge of strategies to improve teaching and learning
* Knowledge and understanding of effective behaviour management techniques/strategies/intervention
* Comprehensive understanding of assessment and profiling
* Understanding of quality of provision and assessment to support learning
* Understanding of inclusive practice to support learning
* Knowledge and understanding of a range of factors that may impede learning
* Knowledge and understanding of what constitutes quality teaching and learning and strategies to improve teaching and learning and improve/raise achievement
 | * Qualification in/experience of teaching children with SEN
* Good working knowledge of systems for supporting pupils with SEN
* Knowledge of nurture group principles
* Educational Visits Coordinator training
* Educational Visits leader training
* Good ICT knowledge/qualifications
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| **Experience** |
| * Experience of teaching primary age pupils. (Role requires teaching of pupils Yr2 - Yr9)
* Experience of working with parents and carers, outside agencies, in partnerships and collaboration to secure achievement, enrichment opportunities and resources for pupils
* Experience of being a performance manager
* Experience of delivering CPD for others
* Experience observing and feeding back to teaching and support staff
* A proven record of raising student achievement
* A variety of teaching experiences
* Demonstrable success in working effectively with disaffected, disengaged and challenging pupils
* Experience of working in a nurturing, pastoral role
* Experience in providing comprehensive medium term plans, individualised learning plans and extensive differentiation of learning
* Experience of identifying appropriate success criteria and measuring progression
* Experience of using emerging technology – particularly Interactive Whiteboard effectively to enhance, enrich, stimulate, support and provide challenge within lessons
* Experience of planning a lesson/day/or week
* Experience of providing/planning innovative, imaginative, creative practice, intervention, strategies, schemes of work, curriculum, lessons
* Experience/contribution to curriculum planning
* Experience of planning, co-ordinating, supervising educational visits
 | * Experience of working within a specialist unit
* Experience of working within a nurture group or planning and delivering SEAL based content
* Experience of using Boxall profiles and resources
* Specialism interest or experience in Humanities, Science, Rural Studies
* Experience of assertive mentoring.
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| **Skills and competencies** |
| * Excellent classroom practitioner
* Ability to write reports for a range of purposes and audiences
* Ability to enthuse, motivate, engage, influence pupils, staff and parents
* Excellent communication skills
* Ability to build rapport, relationships and trust
* Ability to deliver lively, stimulating, enjoyable learning experiences
* Ability to use ICT to support planning, research, teaching and learning, data storage, monitoring and presentation
* Ability to manage a range of behaviour within the classroom
 | * Good ICT skills
* Mediation, de-escalation and conflict resolution skills
* Extraordinary skills and interests that may contribute to curriculum development or though curricular ideas
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| **Physical, mental and emotional demands** |
| * Willingness and ability to physically intervene where necessary to prevent injury to pupils/others or significant damage to property
* The role involves contact with, or work for, pupils which through their circumstances or behaviour regularly place emotional demands on the job holder
* Resilience to cope with intense periods of concentrated mental attention, potentially stressful situations, interruptions and conflict
 | * Restraint/physical intervention training.
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| **Other** |
| * Willingness to participate in CPD
* Willingness to undertake regular restraint training
* Willingness to drive school minibus
* High expectations of self and others
* Willingness to take on advice, participate in coaching
 | Midas minibus training | a, I, r |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits