



Job Description

Post:	Teacher in Charge
Grade:	M6 – UPS 3 (dependant on experience) plus TLR 2.1
Location:	Addenbrooke's Hospital, Hills Road, Cambridge CB2 0QQ
Start Date:	1 September 2021
Hours:	Full time
Contract:	Permanent
Reports to:	Headteacher

Job Purpose

- To promote children's educational achievements through the delivery of high-quality assessment, teaching, support and advice to schools and parents/carers for pupils with physical health needs
- To oversee the primary and secondary provision at Addenbrooke's Hospital and manage the team of both primary and secondary specialist teachers and teaching assistants
- To be the lead school representative on the Addenbrooke's site
- To ensure that Pilgrim Pathways School meets its statutory duties to pupils with mental and physical health needs who are absent from school.
- To have a lead accountability for pupil outcomes at the Addenbrooke's Hospital Education
- To be an integral member of the Extended Leadership Team for Pilgrim Pathways School, contributing to the continual drive for excellence in hospital education
- To ensure the safeguarding of all pupils;
- To promote inclusion and equal opportunities

Accountabilities

Leading teaching and learning:

- As a secondary specialist, the ability to teach English and Maths to GCSE
- Have a good understanding of the KS1/2 curriculum and the primary framework
- Ability to self evaluate and formulate strategies to implement and maintain outstanding teaching and learning across the team.
- To provide high quality teaching, assessment, monitoring and support to pupils during admission to the Addenbrooke's Hospital.
- To implement appropriate strategies needed to support pupils to access the National curriculum, GCSE and other external examination up to A' level.
- To use assessment for learning strategies to inform teaching and monitor pupil progress.
- To keep up to date with national developments in subject areas and examination specifications
- To keep up to date with developments in teaching pedagogy to enhance practice across both primary and secondary

- Ensure that appropriate resources are in place so that pupils' can receive their statutory entitlement to education.
- Promote an active involvement of pupils and staff in their own learning
- Liaise effectively with other Teachers in Charge to ensure consistency and sustainability of provision across the settings.
- To ensure all staff keep accurate records and monitor pupil progress.
- Direct the work of teaching assistants and support other teachers where appropriate through individual education plans and curriculum planning.
- Ensure best use of TA time according to size of pupil group, ages, ability and individual needs.
- To monitor the effectiveness of TA support through regular supervision and performance management
- To liaise with the Multi-disciplinary team to ensure a sound understanding of education provision for each pupil.
- Promote and protect the health, safety and welfare of pupils and staff.

Reporting:

- Keep accurate and up to date records for each pupil.
- Attend MDT meetings, as required and directed
- Attend review meetings for each student and provide a report for the meeting on progress and plans for the future.
- To provide progress data reports on agreed aspects of pupil progress for the whole school data reporting cycle.
- To write or support the elaboration of discharge reports and summarise the academic progress the pupils has made whilst attending the Addenbrookes Secondary Provision
- To contribute to and manage the application of Education, Health and Care Plans.
- To report any safeguarding concerns to the SL for the Pilgrim Pathways School and the lead Safeguarding nurse. To write safeguarding reports on the hospital monitoring system.

Liaison:

- Ensure appropriate educational information about each pupil is accessed and recorded upon admission
- Maintain ongoing liaison for each pupil with their home school, Head Teacher, SENCO, as relevant.
- Liaise with parents or carers regarding pupil progression and wider educational issues
- Liaise with MDT on site as relevant
- Liaise with Pilgrim Pathways School Headteacher and other Teachers in Charge on a regular basis regarding operational issues.
- Be responsible for the development of specific multi agency partnerships fostering effective working relationships with colleagues for the benefit of pupils' learning outcomes.
- Assist schools to develop best practice in the integration arrangements for successful pupil transfers and return to school through liaison and effective communication.

Professional Development

- Regularly review the effectiveness of your and wider team teaching and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving teaching through participating fully in training and development opportunities identified by the Pilgrim Pathways School or as developed as an outcome of your appraisal.

Other Specific Duties:

- To support the school in meeting its legal requirements re documentation e.g., Pilgrim Pathways School SIP and SEF, and policies

- To work independently and as part of a team to promote and support the inclusion of all pupils with mental and physical health needs within the education system.
- To demonstrate awareness/ understanding of equal opportunities and of others people's behavioural, physical and welfare needs.
- To demonstrate a commitment to safeguarding and promoting the welfare of all children and young people.
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description, as directed by the Headteacher

In addition to the specific responsibilities outlined above, the Teacher in Charge will be expected to:

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture
- Support the aims and ethos of the Pilgrim Pathways School
- Set a good example in terms of dress, punctuality and attendance
- Take on any additional responsibilities which might from time to time be agreed with the Headteacher
- Build strong links with parents and carers
- Develop strong links with the Management Committee, LA support teams, outside agencies, and neighbouring schools
- Take appropriate responsibility for own health, safety and welfare
- Play an active role in the full life of Pilgrim Pathways School