



Job Description

Post:	Teacher in Charge
Grade:	M6 – UPS 3 (dependant on experience) plus TLR 2.1
Location:	The Darwin Centre, Ida Darwin, Fulbourn CB21 5EE
Start Date:	1 September 2022
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 mental health needs
- To nurture and support young people to re-engage with education and reach their full potential;
- To oversee the secondary education provision at the Darwin Learning Centre through the delivery of high quality assessment, teaching and support to young people with mental health difficulties;
- To provide advice to schools and parents/carers for pupils with mental health needs, in order to provide continuity of education and maximise pupil inclusion;
- To ensure that The Pilgrim Pathways School meets its statutory duties to pupils with mental health needs who are absent from school;
- To have a lead accountability for pupil outcomes at the Darwin Learning Centre;
- To liaise with the multidisciplinary teams to ensure good outcomes for the young people;
- 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, and be able to teach another subject up to A-level.
- 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 Darwin Learning Centre.
- To have a good understanding of and 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.
- To regularly report on pupil progress in all its forms (including: academic, SEMH scores, engagement)
- Attend MDT meetings, as required and directed
- Attend CPA (Care plan approach) review meetings for each student and provide a report for the meeting on progress and plans for the future.
- To provide a written report on each pupil to contribute to the weekly Multi-Disciplinary Team (MDT) meeting (Ward Round)
- To provide progress data reports on agreed aspects of pupil progress for the whole school data reporting cycle.
- To contribute to, support or manage the application for Education, Health and Care Plans when required.
- To write a discharge report and summarise the progress the pupil has made whilst attending the Darwin Learning Centre;

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 including daily handover, weekly ward round meetings and Care Plan Review meetings
- 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 and broader 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., contributing to the Pilgrim Pathways School SIP and SEF, and policies.
- To support the line management of colleagues in the team, as directed by the Headteacher.
- 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