**WANDSWORTH BOROUGH COUNCIL**

**FRANCIS BARBER PUPIL REFERRAL UNIT**

**Curriculum Co-ordinator, Pathways**

Salary Scale: Inner London Qualified Teacher

T.L.R 2(1) £2792

Full-time, fund related, fixed term post, initially for one year

**JOB DESCRIPTION**

The following responsibilities of the post are in addition to the duties of a teacher as set out in the Teacher’s Pay and Conditions Document:

1. Responsible for providing a motivating learning environment for pupils who have complex needs and/or ASD diagnoses.
2. Lead the team of staff to help provide an effective and relevant curriculum for all pupils on the Pathways Programme.
3. Responsible for monitoring the behaviour, attendance and learning of pupils in the Pathways Programme
4. Hold the role of Keyworker for identified pupils
5. Plan with the staff team to:
   * facilitate a varied curriculum offer based on assessment for learning
   * help pupils know and understand their targets and how they can improve
   * maintain and further develop an individualised curriculum for each pupil in the Pathways Programme which is tailored to the pupil’s needs as identified in their EHCP and IEP.
6. Liaise with the PRU subject co-ordinators to ensure that the curriculum offered is of the highest standard and to ensure consistency with the PRU as a whole.
7. Maintain and records and organise planning and resources in the Pathways Programme.
8. Co-ordinate educational visits for Pathways pupils, ensuring that visits will enhance pupils’ learning and that all relevant Health and Safety policies are followed.
9. Enable cross-curricular development by planning approaches and providing activities that call upon, and contribute to, a knowledge and understanding of other subjects.
10. Develop and maintain clear record keeping systems so that pupil progress and achievement is monitored and regularly reviewed. In particular, ensure all baseline assessments are completed, termly re-testing completed and information fed to the Pathways Co-ordinator and Head of School as appropriate and recorded on the PRU database.
11. Contribute subject specialised knowledge and practice to inform the PRU’s assessment and identification of pupils’ needs.
12. Ensure that the Pathways classrooms and resources are attractive and well organised.
13. Ensure that the organisation and display of pupils’ work is designed to promote learning and reflect the achievements of all pupils.
14. Supporting the Co-ordinator for Pathways in ensuring the smooth running of the PRU on a day to day basis by taking responsibility for cover, organising exams, liaising with outside agencies including social services.
15. Ensure that the Health & Safety Policy is implemented and kept under review.
16. Participate in INSET to enable personal professional development and the development of the PRU.
17. Participate in the LEA framework for the Performance Management of Teachers.
18. To work within and promote the schools’ equalities policy and contribute and adhere to policies relevant to the post.
19. To be fully aware of and understand the duties and responsibilities arising from the Childrens’ Act 2004 and Keeping Children Safe in Education 201s in relation to child protection and safeguarding children and young people as this applies to your role within the school.
20. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and / or child protection.
21. Undertake other such duties as may be required by the LEA in pursuit of its statutory obligations and other reasonable duties as may be delegated by the Heads team.

Francis Barber PRU is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**WANDSWORTH BOROUGH COUNCIL**

**FRANCIS BARBER PUPIL REFERRAL UNIT (Westdean)**

**Curriculum Co-ordinator, Pathways**

**PERSON SPECIFICATION**

**Essential:**

1. Possession of a DfES recognised teaching qualification and full QTS
2. Evidence of the ability to teach and lead at least two National Curriculum Subjects and to support other subject teachers through planning in partnership and by modeling good practice.
3. Evidence of the ability to plan teaching and learning which is tailored to the needs of the individual pupils and which covers all areas of the curriculum as are deemed appropriate for the pupil.
4. Evidence of effective secondary teaching in urban multicultural environments.
5. Evidence of effective Primary or Secondary teaching in a School, PRU or Special School.
6. An understanding of the EHCP process and the requirements of annual reviews and IEP’s
7. Evidence of a clear understanding of the factors at classroom level which promote pupil progress and achievement.
8. Evidence of the knowledge and experience necessary to develop and implement record keeping systems.
9. Evidence of attending recent and relevant INSET.
10. Evidence of understanding the equal opportunities issues connected with this area of education.

**Desirable:**

1. Evidence of teaching and Keyworking pupils who may demonstrate emotional, behavioral and/or social difficulties.
2. Evidence of teaching pupils with an Autistic Spectrum Disorder and/or complex needs.
3. Evidence of ICT competence
4. Evidence of an ability to respond positively to the demands of a developing service.
5. Evidence of the ability to establish positive relationships with parents/carers, teachers and colleagues in voluntary and professional agencies concerned with referred children.

Francis Barber PRU is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.