

**Victoria Drive Primary Pupil Referral Unit**

**Assistant Head teacher**

**Grade: L1 to L5**

**Job Description.**

1. Participate in multidisciplinary casework and liaise with a range of professional agencies..
2. In conjunction with the Head and Assistant Head of Victoria Drive PRU, ensure that effective systems are in place for planning and evaluating short, medium or long term teaching plans.
3. Provide direct teaching to a group of pupils at the PRU.
4. Carry out diagnostic assessments which help to determine levels of progress and attainment.
5. Liaise with the multiagency network supporting the pupil.
6. Ensure regular feedback on progress is given to parents via written reports, meetings and informal telephone contact.
7. Be in a position to advise on the education of pupils with Social, Emotional and Mental Health needs.
8. Attend professional development sessions in order to keep abreast of current thinking related to SEND.
9. Participate in centrally held, or school based professional development sessions for teaching and support staff in the borough’s primary schools.
10. Model expert practice in teaching pupils with complex needs.
11. In collaboration with Primary schools and parents, agree support arrangements with Victoria Drive PRU.
12. Be fully conversant with procedures for ‘Keeping Children Safe in Education.’ Respond effectively to child protection concerns in line with policy.
13. Provide written advice for pupils undergoing further Statutory Assessment.
14. Participate in the Appraisal framework within Victoria Drive PRU.
15. Appraise staff at Victoria Drive PRU.
16. Deputise for the Head in their absence. Carry out relevant responsibilities to ensure the smooth running of the Pupil Referral Unit or other work in the Service.
17. Undertake other duties as may be required by the Local Authority in pursuit of its statutory obligations and other reasonable duties.

**Person Specification.**

**Qualifications**

Essential

* DfE recognised teaching qualification.
* QTS
* Evidence of recent CPD

Desirable

* National SENCO award

**Key Skills and Experience**

Essential

* At least three years of effective primary teaching experience in an urban multi-cultural environment.
* Experience of working with pupils with special educational needs, specifically Social, Emotional and Mental Health needs.
* Experience of leading and managing staff in developing and implementing effective provision for vulnerable pupils.
* Have a secure understanding and knowledge of observing children’s learning.
* Evidence of leading an intervention that had an impact on improving pupil outcomes.
* Lead by example demonstrating the vision and ethos of Victoria Drive PRU.
* Evidence of effective working within a multi-agency team.
* Evidence of implementing strategic provision for groups of pupils.
* Evidence of leading appraisal.
* A willingness to pursue relevant INSET and courses to enhance knowledge and skills in relation to SEN issues.
* Knowledge of a wide range of strategies for enabling pupils with SEMH to access the curriculum. Evidence of an ability to share these skills with schools.
* A working knowledge of the requirements for special needs pupils as outlined in the SEN Code of Practice 2014 and Equalities Act 2011.
* An awareness of factors which enable successful inclusive practice in schools.
* The ability to liaise with schools, parents and other professional agencies.
* The ability to maintain effective records and monitor the progress of pupils with SEND.
* The ability to work within a team and respond flexibly to the demands of a Local Authority Service and the developing role of Pupil Referral Units.
* An understanding of the Authority’s Equal Opportunities Policy and the implications therein for the teaching of special needs pupils.
* A secure knowledge of safeguarding children in school including current legal documents.