

	Role Profile
Job Title	Curriculum Lead

Salary range	£35,342 FTE (pay award pending)
Contract	40 weeks (Term time plus 5 days)
Main location	You will be sited at one of five Pollyteach centres in Kirkby-in-Ashfield, Nottingham City or Mansfield to be agreed on appointment. However flexibility is required to attend any of the sites in line with the needs of the business.
Hours and basis	37.5 hours per week
Reports to	Head of Centre
Date of issue	18 March 2024

Why Pollyteach needs this role
<p>Pollyteach is an established independent school and alternative provision for children (aged 8-16) with a range of special educational needs and learning disabilities. Our priority is to build trust with our students and provide a supportive and safe environment in which they can learn. Hence our ethos: 'engaged to learn'. The curriculum is underpinned by a range of accredited qualifications including GCSEs and vocational awards. A Curriculum Lead provides tutoring to students on a one-to-one and in small group settings and leads on a specialist subject, including setting targets, agreeing schemes of work, and evaluating the teaching of the subject across the provision.</p>
What you will be doing
<p>You will engage and tutor young people with special educational needs in an alternative educational setting.</p> <p>Key responsibilities</p> <ol style="list-style-type: none"> 1. To build trusting relationships with students and motivate them to achieve positive outcomes. 2. To teach students (aged 8-16) in small groups and on a one-to-one basis, including lesson preparation. 3. To effectively encourage positive behaviour, applying rewards and sanctions in accordance with the school policy. 4. To be the organisational lead on your specialist subject, including setting targets, agreeing schemes of work, and evaluating the teaching of the subject across the provision. 5. To effectively supervise engagement activities, in school and community settings. 6. To keep accurate and up-to-date records and complete reports on a timely basis. 7. To promptly report any incidents and escalate any safeguarding concerns. 8. Keep up to date with practice through completion of mandatory training and attendance at appropriate meetings and events. 9. To support and promote the inclusive values and ethos of the school. 10. To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
Key results we want to see from this role
<ul style="list-style-type: none"> • Efficient and effective support for individuals / groups to ensure good progress is made

 <p>Pollytech engaged to learn</p>	<h1>Role Profile</h1>
Job Title	Curriculum Lead

- against Individual Learning Plans and linked to EHC planned outcomes where appropriate.
- Effective role model demonstrating best practice as directed by the Teaching Professional Standards and the quality expectations of the School.
 - Clear plans and reports of progress in your specialist subject area, including improved outcomes for students at GCSE where appropriate.

Dimensions of the role

You will be working with a team of highly motivated teachers and Learning Mentors and provide flexible support as directed by your named line manager

Key work relationships

- Head of Centre and their Deputies
- Other teaching staff and Learning Mentors
- Curriculum Leaders
- Wellbeing Mentors, including Occupational Therapists and other specialist staff
- Students and their parents / carers
- Referring organisations (mainstream schools and Local Authority)

Working Environment

Working relevant hours to support business needs and generally Monday – Friday 08:30 – 16:30 with a 30-minute break taken flexibly. 5 additional days are required during school holidays to prepare for the new term.

The role will be based at one of Pollytech's five sites in Kirkby-in-Ashfield, Blidworth, Nottingham or Mansfield. While we will try to take your preference into account, you may be required to work from any site in accordance with business needs.

You will also be required to support the learner outdoors and/or off-site in various engagement activities.

Other information

Pollytech is committed to safeguarding and promoting the welfare of its students and staff. We expect all our staff to be aware of their responsibilities to protect students and staff from abuse or harm, to promote British Values and to prevent the radicalisation of students and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.