

Oak Learning Trust

Job Description – Pathway Lead Columbia Grange School

Name:	
Responsible to:	Deputy Head Teacher and Head Teacher
Responsibilities:	<ul style="list-style-type: none"> • Class teacher, with non-contact time to support with the development of the role. • Lead a specific pathway – developing curriculum and teaching staff, arranging regular pathway meetings, supporting communication and development of SEND provision within the pathway. • Middle leader with responsibility for a key area of whole school staff development. • Support the senior leadership team with the performance management of staff in your pathway. • Model and demonstrate the vision and ethos of Columbia Grange school and OLT at all times. • Monitor the co-ordination of SEND in your pathway, supporting the Assistant Head Teacher.

General	<p><u>Pathway Lead</u></p> <ul style="list-style-type: none"> • To be an innovative and supportive member of the middle leadership team, working co-operatively and collegiately. • To work in partnership with the Assistant Head Teacher and Deputy Head Teacher to ensure good continuity and progression in all areas and aspects of the pathway. • To make decisions at a pathway level on a day-to-day basis. • To lead and manage teachers and TAs within the pathway. • To take the lead on ensuring that teachers in the pathway are aware of and meet all deadlines for completing EHCP documentation. • To performance manage teachers or other staff as delegated by the Head Teacher. • To work in partnership with other leaders to prepare and monitor timetables: class, teaching assistant, PPA cover, learning support, nurture/intervention groups, lunchtime supervision and playground duty, for your pathway. • To keep fully up-to-date with current educational research through wider reading. • To work towards the attainment of further professional qualifications, at the required level, to assist in the achievement of the school's goals. • To support Head Teacher, Deputy Head Teacher and Assistant Head Teacher in the identification of CPD need for your pathway and liaise with them in organisation and planning of CPD, where appropriate. • To develop effective communication channels within your pathway.
Class Teacher	<p><u>Teaching and Assessment</u></p> <ul style="list-style-type: none"> • To teach children according to the schemes of work and policies of the school. • To provide a clear structure and sequence of lessons which maintain pace and motivation for children. • To plan teaching (long term, medium term and weekly) to achieve progression in children's learning by identifying clear teaching objectives, setting tasks and targets which are clear and challenge pupils (involving pupils in setting their own targets, where appropriate). • To ensure that EHCP outcomes are addressed, planned for and reviewed. • To liaise with parents/carers and outside agencies when required. • To deliver lessons that ensure teaching and learning is at least consistently good. • To adapt activities to meet all children's needs.

	<ul style="list-style-type: none"> • To use the outdoor learning environment in all areas of the curriculum. • To plan and organise at least one educational visit or visitor each half term. • To assess children’s work effectively and regularly during and after lessons. • To maintain continuity and progression in all areas of the curriculum by using on-going teacher assessment and other format assessments where appropriate. • To up-date school curriculum, class and individual assessment record sheets, in a timely manner. <p><u>Working together</u></p> <ul style="list-style-type: none"> • To liaise with colleagues about planning and organisation. • To liaise with other pathway leads in the school to ensure a whole school approach to all aspects of school life. • To establish positive and effective relationships with children and their families to develop the school as a caring environment and to maximise their learning potential. • To establish links with the community to enable children to learn from direct experience. • To share, through appropriate school procedures, all concerns regarding children or adults. <p><u>Pastoral</u></p> <ul style="list-style-type: none"> • To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis. • To share responsibility for implementation of the school’s behaviour policy across the whole school at all times. • To identify children causing concern and those with low incidence, high cost needs and to inform the Head Teacher/Deputy Head Teacher. • To liaise with the outside agencies, when appropriate. • To act as a positive role-model to the children in behaviour, presentation and attitude. • To have a positive, proactive approach to school and teaching. • To support with the organisation and delivery of after school clubs. <p><u>Professional Development</u></p> <ul style="list-style-type: none"> • To take an active role in Continuing Professional Development to ensure that you keep up to date with current initiatives. • Attend appropriate in-service courses and report back to colleagues. • To deliver CPD as appropriate to whole staff or groups of staff linked to responsibilities in school.
<p>Curriculum Responsibilities</p>	<ul style="list-style-type: none"> • To lead the development of the pathway curriculum within the school and ensure that each pupil's educational provision meets their individual needs. • To ensure there is a balanced and relevant curriculum, in line with the school’s policies. • To lead in the development of engaging and excellent learning and teaching across all aspects of the curriculum. • To monitor and evaluate the standards of teaching and learning and pupil progress in the pathway acting quickly to address concerns or underperformance. • To work with the SLT to coach staff to develop their teaching skills based on areas of development identified in observations. • Ensure that systems are in place for sharing and demonstrating best practice. • Report around provision and objectives laid out in the child’s EHCP at annual reviews in line with the SEND Code of Practice 2014.

Liaison	<ul style="list-style-type: none"> • To develop positive relationships with parents, local schools and the local community. • To work cooperatively and collegiately with colleagues in school and across the Trust to ensure the best possible progress and attainment for pupils in your pathway. • To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential. • Provide reports to the local Governing Body and the Board of Trustees. • To liaise with professional agencies in brokering support for individual pupils. • To establish relationships with professionals involved in supporting with the assessment and identification of children’s needs. • Contribute to reviews of pupils’ EHCPs, engaging with multi-disciplinary professionals in order to ensure individual pupils needs are met effectively.
Other	<ul style="list-style-type: none"> • To comply with the Trust’s policies and procedures and to ensure others do too. • To comply with health and safety policy and systems, report any incidents/ accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. • These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Chief Executive Officer and the Trust may determine from time-to-time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Head of School/Head Teacher

Post holder

Date

Date

This job description will be reviewed annually or earlier if required.