Severndale Specialist Academy

JOB DESCRIPTION

Futures Department Coordinator with 60% Teaching Commitment

Job Purpose

Severndale Academy is looking to appoint an existing excellent practitioner to join our talented team as a Department Coordinator working at our 16-25 department which is based at the Futures Campus on London Road.

The person appointed to the role will:

- Hold Qualified Teacher Status (QTS)
- Lead a team of staff to deliver an Enterprise based curriculum that will focus on development of the Preparing for Adulthood outcomes and will ensure that all students secure a successful transition to their next stage of education/employment/social care
- Oversee the day-to-day operational running of Futures and be able to problem solve confidently
- Be aspirational and will be keen to work with local businesses to develop work experience and volunteering placements for the students.
- Be proactive and will develop links with social workers and other professionals linked to the students in order to secure the best of outcomes for the young people
- Be appointed Deputy Designated Safeguarding Lead and attend meetings for young people who attend Futures

Role specific responsibilities

- To support the Assistant Principal to provide the highest quality of education in the 16-25 phase.
- Ensure accreditation and examination policies and processes are adhered to rigorously.
- To work within the Designated Safeguarding Lead Team to ensure that safeguarding systems at Futures remain effective.
- To contribute to the development of the curriculum
- To ensure that Gatsby Benchmarks and Compass + evidence is collated and reported across the Academy.
- Co-ordinate Academy involvement in internal and external moderation processes in relation to accredited work.
- To undertake a teaching timetable commitment across the department as appropriate. This will be a 60% teaching commitment which will equate to 2.5 days a week teaching.
- To model a passion for the department that inspires staff and young people alike.
- To support communication with parents/carers, Shrewsbury Colleges Group, and other agencies, within the department, to ensure consistency and sustainability.
- To develop the ways in which the department can meaningfully deliver and focus on the Preparing for Adulthood outcomes and successful transition beyond Severndale.
- To develop and share excellent and innovative teaching resources/ support material for the department.

- To monitor, evaluate and report on the effectiveness of practice in the department especially related to accreditation and performance regarding the implementation of Academy Policies in the department as appropriate.
- To build and maintain effective teamwork within the department, especially through the development of good communication systems, the encouragement of the sharing of good practice and innovative use of coaching and staff development.
- To work with the Careers and Transition team to ensure all young people across the department and the wider Academy access volunteering and work experience placements where appropriate.
- To work with the Careers and Transition team and Independent Advice and Guidance Advisor to ensure that all statutory guidance is followed.
- Liaise with Designated Safeguarding Leads (DSL) re child protection issues and attend related meetings as appropriate.
- To work with medical, physiotherapy, speech, and language therapy specialists within the Academy.
- To ensure that Annual Review/IEP procedures are followed.
- To meet regularly with the senior management team to discuss matters of policy and development.

Pupil Progress

- Scrutinise performance data and analyse progress across the curriculum of groups and individuals against expectation.
- Highlight positive performance and reward pupils appropriately.
- Monitor holistic pupil progress and implement measures to address any identified concerns.
- Ensure that effective induction procedures are followed to ensure newly admitted pupils can optimise their learning potential.

Attitudes to learning

- Monitor behaviour and support the implementation of positive behaviour support as appropriate for individuals and groups.
- Promote positive attitudes to learning and engagement in all aspects of the Academy as appropriate.
- Establish and maintain a culture of professional development within the department, setting an example as a Department Coordinator.

Teaching and learning

- Undertake teaching (timetabled) within or across the 16-25 provision.
- Plan lessons and sequences of lessons ensuring learning is personalised to meet individual learning needs.
- Utilise a range of augmentative communication strategies as appropriate to the needs of individual young person.
- Ensure that teaching reflects the diversity of backgrounds and needs of the young people and promotes mutual respect.
- Ensure that assessment and attainment data inform teaching.
- Take responsibility for personal continuing professional development.
- Contribute to the sharing of good practice and innovation.
- Contribute to regular curriculum review to ensure its relevance and effectiveness.
- To support and contribute to the training and monitoring needs of Trainee Teachers and Early Career Teachers in relation to National Standards.

Conditions of Service:

To provide for the education and welfare of a designated class/group of young people in accordance with the requirements of the Conditions of Employment.

Having due regard to the requirements of the National Curriculum, the Academy aims and objectives, schemes of work, and to adhere to the policies and procedures adopted by the Trustees of the Academy.

The above job description does not define in detail all the duties and responsibilities of the post in question. It may be necessary to re-evaluate areas of responsibility. After due consideration and discussion areas may be amended in consultation with the Principal.

The Learning Community Trust is committed to safeguarding and promoting the welfare of Children and young people. All post holders are subject to an enhanced DBS check (including a check on the children's barred list) for the successful applicant. References will be checked following the Learning Community Trust recruitment and selection process. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education. For more information regarding our school's commitment to safeguarding, please see our website for our school policies - https://severndaleacademy.co.uk/our-school/policies/