

<b>Post Title:</b>	Post 16 Centre Lead
<b>Salary &amp; grade:</b>	MPS/UPS + SEN + TLR 1
<b>Location:</b>	Forest View & Enterprise Works as part of Kelford School, Rotherham
<b>Contract type:</b>	Full time, permanent
<b>Line Manager:</b>	Headteacher




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### Main purpose of the job:

To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document and to meet the expectations set out in the Teachers' Standards

### Key duties and responsibilities

#### Leadership

- Lead and manage Post 16 satellite provisions at Forest View and Enterprise Works
- Work collaboratively with other Trust Leaders to achieve best outcomes for all students
- Undertake operational management of both provisions.
- Liaise with the schools Deputy Headteacher to ensure leadership coverage is managed effectively across both sites.
- Execute the role of Deputy Designated Safeguarding Lead to support the school's Designated Safeguarding Lead.

#### Teaching

- Teach up to 0.5
- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Co-ordinate or manage the work of other staff in your classroom
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and student development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Work collaboratively with colleagues within school and across the Trust.

### Health, safety and discipline

- Promote the safety and wellbeing of students
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment

### Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

### Communication

- Communicate effectively with pupils, parents and carers
- Communicate effectively with other professionals

### Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### Other areas of responsibility

- To lead a curriculum area or an area of work across our Post 16 provision

The Post 16 Centre Lead will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Post 16 Centre Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### Information for Candidates

**Closing Date:** Tuesday 30<sup>th</sup> April 2024 (Midday)

**Interview Date:** Wednesday 8<sup>th</sup> May 2024

**How to Apply:**

If you would like to apply for the Post 16 Centre Lead role, please do so by completing an application form which can be found on our Vacancy page - [Kelford Vacancies](#)

Your statement in support of your application, as a guide, should be around 2 pages long and should address the selection criteria detailed in the Person Specification.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

We reserve the right to close this vacancy early should we receive an overwhelming response.