



POST: Deputy Education Lead

Responsible to: Director of Education

Organisation: Reach Essex

Job Title: Deputy Education Lead

The Deputy Education Lead will assist the Director of Education in overseeing and monitoring the following areas of Education provision at Reach:

- Monitoring the quality of teaching and standards of pupils' achievements, and setting targets for improvement
- Monitoring progress of PLI for from teachers' plans and PLI journals, evaluating the effectiveness of teaching and learning by work analysis and using these analyses to guide future improvements
- Collaborating with the Director of Education and Operations Team Manager so that the learning for all children is given equal priority, and available resources are used to maximum effect
- Being pro-active to ensure accelerated learning occurs in pupils
- Overseeing the day-to-day operation of the tutor and nurture provision
- Liaising with and advising colleagues
- Overseeing the quality of learning journals of all pupils under the tutoring and nurture provision
- Ensure that a Thrive approach is being embedded with all areas of provision
- Provide information for LAC reviews, EHC reviews and any other reports that are required by professionals
- Line Manage Learning Mentors
- Working collaboratively with Operation Team Manager to write timetables
- Deliver and plan lessons for specific pupils
- Write weekly and termly reports for pupils
- Write termly report on education provision

#### MAIN DUTIES, RESPONSIBILITIES and ACCOUNTABILITIES

- To assist the Directors in the leadership and management of REACH
- To assist in leading and managing accelerated progress for all pupils
- To be a leading professional exemplifying Teachers' Standards and professionalism; to be a role model for colleagues, and to ensure all staff are fully supported
- To carry teaching duties, as required, in accordance with REACH teaching and learning policy, schemes of work and the National Curriculum.
- To undertake annual Performance Management, setting and agreeing targets linked to REACH development plan and setting priorities with the Director of Education.

#### OTHER DUTIES

- To assist with the co-ordination of data drops and reports within the education department.
- To attend daily and weekly meetings, in accordance with school policy, and to lead such meetings as required.
- To prepare and present reports, as required by the Director of Education, parents and other relevant outside agencies.
- To attend occasional meetings during evening hours, or in school holidays as required.



## KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to Reach's objectives in service delivery by, always:

- Enacting Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection Legislation
- Operating within the REACH's Equal Opportunities framework
- Committing to and contributing to improving standards for pupils as appropriate
- Acknowledging customer care and quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

## LEADERSHIP AND MANAGEMENT

The post holder will assist the Director of Education in shaping a vision and direction for REACH alternative provision, setting out high expectations, professional conduct, having a clear focus on pupils' progress, 21<sup>st</sup> century learning, bridging the gap for identified learners and the promotion of engagement of all members of the local community. To achieve this, they must:

- Play a significant role in achieving the aims set in Reach's Improvement Plan along with the Directors, and actively and consistently promote those aims.
- Assist in the development and monitoring of policies and practices as laid down in REACH's Development and Learning plan and in agreement with the Director of Education.
- Lead by example, inspiring, motivating and influencing staff and pupils, taking the lead in maintaining the highest standards of teaching, learning and pupil discipline.
- Provide effective leadership and management, guidance, and support, for all staff as agreed with the Director of Education.
- Achieve accelerated learning for all children through improving the quality of teaching and learning.
- Assist the Director of Education in Provision self-review and evaluation and in the effective planning and management of resources to secure future and immediate improvements for identified children.
- Maintain an informed view of standards and of the quality of provision across REACH for all children; achieve this by monitoring pupils' work, teachers' planning and the delivery of interventions.
- Actively promote equality of opportunity by working as part of the Leadership Team in ensuring REACH's curriculum provides the best possible education for all its pupils, considering ethnicity, gender, SEND, EAL, and emotional needs that may affect learning
- Assist in the day-to-day administration and organisation of tutor / alt education provision across REACH, as agreed with the Director of Education, including taking responsibility for agreed areas, intervention timetables, and deployment of staff.
- Support the implementation of REACH's Performance Management policy, to secure improvement and individual professional development.
- Participate in recruitment and selection, as agreed with the Director of Education
- Carry out leadership and management tasks in accordance with REACH policy and practice
- Provide regular information to the Director of Education on the evaluation of the provision

## TEACHING AND LEARNING



The post holder will carry out teaching duties, as agreed with the Director of Education, providing a model of excellence for colleagues; this may include providing in-class / outreach support for colleagues through demonstration lessons

The post holder will provide leadership and support for all colleagues with regards to teaching and learning and the curriculum, including:

- Managing the planning and delivery of the curriculum across REACH, including developing schemes of work and medium-term plans.
- Supporting tutors in developing their role in relation to raising standards for SEND children.
- Supporting teams and individuals with short /medium and long-term planning.
- Organising and delivering training, as needed, to groups of staff to enhance teaching and learning.
- Supporting staff in the use of assessment information to inform teaching and learning.
- Inducting and supporting NQTs, less experienced staff where relevant.
- Providing in-class / outreach support to staff, through demonstration lessons, team teaching, observations and feedback.

The post holder will undertake a lead role across REACH, maintaining high standard of pupils' behaviour and discipline, within the framework of the REACH policy and supporting other staff as necessary; support the identification of the most effective teaching approaches for pupils with SEND and disseminate those approaches; liaise effectively with parents and carers for all identified pupils, ensuring good relationships between school and home are enhanced and maintained.

The post holder will work with the Director of Education and staff to develop effective ways of bridging barriers to learning through:

- Assessment of Needs
- Monitoring of teaching quality and pupils' achievements and Thrive assessments
- Target setting, including PLI's, predict and prevent and Risk Management Plans
- Developing a robust recording system for progress
- Monitoring the delivery and outcome of intervention strategies, updating and enhancing where applicable
- Collect and interpret specialist assessment data to inform practice
- Undertake day-to-day co-ordination of pupils' provision through close liaison with staff, parents and external agencies
- Work with Directors, and others to ensure all pupils' learning is of equal importance and that there are realistic expectations of pupils
- Consider the range of teaching strategies/equipment that could be utilised for pupils
- Teach children across REACH effectively so that identified children are making accelerated progress compared to their starting points.

## SAFEGUARDING RESPONSIBILITIES

The post holder must:

- Have a sound working knowledge of Child Protection issues and the need for confidentiality and identify to the named Child Protection colleague in REACH any concerns in respect of individual children.
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data protection, reporting all concerns to an appropriate named person.
- Support the protocols and systems that are in place to address the needs of children with or any child in need as defined in the Children's Act
- Ensure Safeguarding Procedures and the Common Assessment Framework are in place, are understood and are implemented within REACH



- Ensure Child Protection procedures and processes are followed throughout REACH

#### EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Maintain and develop resources, co-ordinating their development and monitor their effectiveness in meeting the objectives of REACH and SEND policies

