



Job Description

Role	Literacy Curriculum Lead
Department	Real Independent School or Real Alternative Provision School
Location	Various
Accountable to	Head Teacher of Real Independent School or Real Alternative Provision School (dependent on which service the post belongs)

Function of role

To support and maintain a high level of learner engagement through collaborative preparation and delivery of an innovative, creative and flexible curriculum. To use a collaborative and multi-agency holistic approach to delivering an education provision which includes attention to health and safety awareness, risk management and the safeguarding of young people.

Accountabilities

Act in accordance with the organisation's policies and procedures under the guidance of the designated Head of Service and adhere to the organisation's Equal Opportunities and Diversity policy.

Advocate on behalf of the young people and their families in your care. Encourage their involvement in the decision making and the management of their programmes. Be responsible for the assessment, preparation, delivery and review of a learner's curriculum including contributions to lesson plans. Offer a variety of approaches and opportunities to focus on an engagement with learning.

Provide the lead for your specific curriculum area including preparation of schemes of work, lesson plans and advice to teaching peers regarding learners individual programmes. Ensure your specific curriculum area adheres to the termly direction given by the designated Head Teacher.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults

Be responsible for all aspects of learner health and safety, informing the designated Learning Manager of any accidents or identified risks, and using the significant incident reporting form appropriately. Support the Learning Manager to ensure venues used are appropriate and risk assessed, and that Health and Safety guidance supplied by the company is adhered to.

To support the Learning Manager with the collection and collation of pupil information including



learner profiles, pen pictures, risk management procedures and special educational needs and suitably differentiate your delivery to meet the identified needs.

To support all designated Learning Managers with the completion of all assessments, pupil tracking documents, progress reports and feedback reports to commissioning bodies e.g. Education, Health and Care plans, KS3 & KS4 transition planning, and post 16 opportunities.

Carry out additional duties as reasonably requested by the Directors or designated Head of Service and be responsible for your own continuous professional development.

Performance indicators

Able to meet annual performance management criteria to a good or outstanding standard.

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision.

Achievement of positive outcomes for young people.

Key values and ethos of organisation

Trust

Innovation

Achievement

Person Specification



Knowledge	<u>Essential</u>	<u>Desirable</u>
Some awareness of current internal and external verification frameworks in chosen curriculum area and Ofsted inspection frameworks		X
Awareness of relevant legislation and guidance and implications for local policy, procedure and practice (e.g. The Children's Act 2004, Children and Families Act 2014, Apprenticeship, Skills and Children Learning Act 2009)		X
Demonstrate some knowledge regarding teaching practice for young people with additional needs	X	
Demonstrate a good sound knowledge of chosen curriculum area	X	
Experience		
Two years experience of working with children and young people or vulnerable adults within an education setting	X	
Demonstrate experience of developing effective resources for young people with additional needs	X	
Demonstrate experience of working with young people or vulnerable adults with additional needs	X	
Skills		
Able to demonstrate effective communication	X	
Demonstrate a wide variety of ICT skills (e.g. an understanding of google cloud and associated applications, microsoft packages and esafety)	X	
Demonstrate effective record keeping with an awareness of the Data Protection Act and sharing information protocols	X	
Can demonstrate recognised skills in working with young people or vulnerable adults with additional needs	X	
Education and Training		

To hold a minimum Level 6 qualification in a relevant curriculum area	X	
To be able to produce evidence of previous curriculum specific CPD (e.g. up to date developments on curriculum area in relation to any national	X	
Qualities		
Must hold a UK Driving Licence and have access to a road worthy vehicle	X	
Understand the importance of adhering to the organisation's policies, procedures and practices	X	
Be committed to delivering holistic family interventions	X	
Be driven to provide positive outcomes to children, young people and vulnerable adults	X	

Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application