

# SAFFRON VALLEY COLLEGIATE

## ROLE PROFILE



**JOB TITLE:**

**ASSISTANT HEAD OF  
PROVISION (AHOP)**

## ROLE PROFILE

<b>Job Title:</b>	<b>ASSISTANT HEAD OF PROVISION (AHOP)</b>
<b>Department:</b>	Children Families and Learning
<b>Division:</b>	<b>SAFFRON VALLEY COLLEGIATE</b>
<b>Grade:</b>	Leadership Scale L5-9
<b>Hours (per week):</b>	Teachers' terms and conditions
<b>Reports to:</b>	Head of Provision
<b>Responsible for:</b>	Staff within the PRU supporting pupils with SEN.
<b>Role Purpose and Role Dimensions:</b>	Deputising for the Head of Provision in his/her absence. Enabling the PRU to address the SEN of pupils.
<b>Commitment to Diversity:</b>	To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.
<b>Key External Contacts:</b>	Professionals from external agencies supporting pupils with SEN.
<b>Key Internal Contacts:</b>	Pupils, Head of Provision, SENCo, Induction and Reintegration Coordinator, other PRU staff
<b>Financial Dimensions:</b>	
<b>Key Areas for Decision Making:</b>	
<b>Other Considerations:</b>	<b>All staff are employed by the Saffron Valley Collegiate, and can be deployed at any location, necessary to meet the needs of the Collegiate. Decisions will be made with due regard to the needs of the young people/service and the expertise and experience of the individual staff member.</b>
<b>Is a satisfactory disclosure and barring check required?</b>	Enhanced DBS check

**Key Accountabilities and**

**Key Elements:**

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**Result Areas:**

<p><b>Management of the PRU</b></p>	<p>This will involve:</p> <ul style="list-style-type: none"> <li>▪ Liaising closely with the Head of Provision to ensure the effective day-to-day running of the PRU.</li> <li>▪ Deputising for the Head of Provision in his/her absence.</li> <li>▪ Participating in the induction of new staff and acting as a performance management reviewer for identified staff members.</li> <li>▪ Contributing to PRU team meetings.</li> <li>▪ Supporting the performance management of the adults other than teachers.</li> </ul>
<p><b>Maintaining high standards of teaching and learning</b></p>	<p>This will involve:</p> <ul style="list-style-type: none"> <li>▪ Supporting the Head of Provision in to ensure all pupils are provided with an appropriate broad and balanced curriculum and access to public accreditation.</li> <li>▪ Completing lesson observations/work scrutiny to monitor standards of teaching and learning.</li> </ul> <p>Supporting the work of the Collegiate’s Heads of English, maths and science in improving standards of teaching and learning in the core subjects.</p>
<p><b>Maintaining high standards of behaviour for learning</b></p>	<p>This will involve:</p> <ul style="list-style-type: none"> <li>• Working closely with the Head of Provision and the wider staff team to support pupils to engage in activities and receive services to address individual needs.</li> <li>• Liaising with parents and carers to improve pupil engagement in learning.</li> <li>• Providing appropriate support and challenge to improve pupil attendance.</li> </ul>

**Teacher**

(See job profile for SVC Teacher)  
Maintaining a teaching commitment of up to 50%.

**Assistant Head of Provision – Springboard: Managing the tuition service**

This will involve:

- Liaising with mainstream schools, the SEN Department, health and other professionals to receive and process pupil referrals.
- Liaising with Head of Provision to agree appropriate individualised learning programmes.
- Conducting risk assessments to determine appropriate venues to deliver individual tuition.
- Allocating tutors to pupils.
- Reviewing the progress of learners and adapting learning programmes, as necessary.

**General**

This will involve:

- Within the performance management process, identifying training needs, engaging in training activities and responding to actions suggested to improve performance.

## **Contributing to service development and improvement**

### **Data Protection**

- Being aware of responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining records and archive systems in accordance with procedures and policies as well as statutory requirements.

### **Health and Safety**

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The balance of tasks will be determined by the needs of the provision. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

**Job profiles will be subject to regular review.**

## Person Specification

### Job Title:

### ASSITANT HEAD OF PROVISION (AHOP)

The Deputy Head of Provision/Additional Needs Lead Teacher will meet all aspects of the person specification listed within the job profile for a teacher within the Saffron Valley Collegiate. In addition:

### Essential knowledge:

- Knowledge and understanding of current developments and best practice in all aspects of inclusion and pastoral care, including SEN legislation; and their significance to the management and leadership of a PRU
- The ability to deploy appropriate leadership and management styles and act as a role model for all.
- Evidence of sound knowledge of effective quality teaching and a range of intervention strategies.
- An understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these;
- A good understanding of the promotion of equality, diversity and inclusion in an education environment.

### Essential skills and abilities:

- The ability to support all staff manage challenging behaviour through quality first teaching.
- Through liaison with the SENCo, support the management and tracking of appropriate interventions.
- Support the strategic use of additional adults to maximise learning opportunities.
- Aspire to be a school leader.
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- Proven ability to use performance data to inform provision mapping and planning.\*
- Good time and management skills and a proven ability to analyse, prioritise and meet deadlines.
- Demonstrable experience in working collaboratively with parents/carers, colleagues and professionals from external agencies to deputise for the Head of Provision in his/her absence.
- (AHOP Springboard) Proven ability to complete accurate and informative risk assessments.

### Essential experience:

- Experience of successful monitoring and evaluating effective teaching and learning.
- A proven record of successful teaching of pupils with additional needs, and the ability to coach others and share good practice.