

**JOB DESCRIPTION**

**Specialist Lead Teacher for new Additional Resource Provision (ARP) for students with complex Social, Emotional and Mental Health (SEMH) - The Horizon School**

**JOB TITLE:** Specialist Lead Teacher for complex SEMH ARP

**DIVISION:** The Horizon School, Hartlepool

**GRADE:** Main Scale/UPS + TLR2 and SEND allowance

**RESPONSIBLE TO:** Head of School

**JOB PURPOSE**

* To lead, implement and establish the complex SEMH ARP ethos, provision, curriculum and policy to ensure that all students have appropriate provision, are safe and achieve well and have access to the curriculum, facilities and extracurricular or enrichment activities to meet their needs.
* To operationally lead on the provision for all students within the complex SEMH ARP, in line with school policy and practice, ensuring best use of resources to impact positively on student targets and outcomes
* To lead and manage staff and resources to deliver the complex SEMH ARP strategy and policy, working with the SLT to ensure that the objectives of this policy are reflected in the school development plan
* To monitor and evaluate the teaching provision for and progress of students within the remit of the complex SEMH ARP and address areas of concern, working closely with the SENCO and SLT
* To carry out the duties of a teacher, as set out in the Teachers Pay and Conditions document
* To lead on Teaching and Learning across the whole school, sharing your extensive knowledge and understanding of teaching and learning for students with complex SEMH by providing professional guidance to colleagues and implementing a whole school Teaching and Learning policy.

**MAIN DUTIES AND RESPONSIBILITIES**

* Positively promote and adhere to the school vision and values, policies and procedures.
* Promote a safe, calm and well-ordered environment for all students and staff, focused on safeguarding pupils and developing their social and emotional wellbeing and behaviour in school and in the wider society
* Effectively communicate the ambition for students with complex SEMH to support and promote the school’s values and vision
* Lead on strategy and policy to ensure teaching staff are trained in delivering high quality outcomes for all students with SEMH
* Lead and manage the team of teachers, support staff and additional adults who work within the ARP
* Contribute to departmental and whole school improvement plans and effectively plan, feeding into self-evaluation as needed
* Lead and contribute to CPD and staff development for teaching staff, inclusion staff and other stakeholders
* Maintain an up-to-date knowledge of national and local initiatives which may affect the school’s policy and practice, and share key elements with appropriate staff including SLT as necessary for good provision
* Be accountable for the development of school policy and practices in the ARP, working in partnership with strategic leaders to ensure consistent implementation across the whole school
* Ensure policy is reviewed, up to date and reflective of practice, ethos and meets statutory requirements
* Work in partnership with others, including school staff, leaders from other schools parents, governors and the wider community
* Monitor and evaluate the ARP with regards to the quality of teaching and pupil progress and attitudes to learning, and plan and implement next steps as appropriate
* Produce coherent self-evaluation reports for leaders, governors and the Local Authority, as appropriate
* Prioritise and manage your own time effectively and communicate concerns relating to any aspect of your leadership role to the Head of School
* Work with the Head of School and governors to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
* Ensure the school’s website and sharing of information is up to date and meets statutory requirements

**Quality of Education**

* Effectively use progress and attainment data as part of discussions with the ARP team and individual staff to inform planning at all levels.
* Communicate and enforce high expectations as outlined in our school Teaching and Learning Policy
* Maintain a high-quality ARP learning environment and improve the quality of resources available to support teaching and learning
* Co-ordinate the provision for student in the ARP, including induction, transition arrangements and targeted interventions to ensure they are effective in meeting the learning needs of all students
* Ensuring statutory requirements for assessment (including EHCPs and special arrangements for end of key stage tests), reporting and recording of pupils’ progress and attainment are embedded within inclusive practices in the ARP
* Liaising with and leading meetings with the SENCO, ARP staff, parents, other providers, outside agencies and external professionals to review progress and secure further progress for individual pupils
* Planning for the deployment of staff and interventions to ensure the best outcomes for all pupils in the ARP. This will be supported by the school’s SENCO and the Deputy Head Teacher
* Contribute to the design of the ARP’s curriculum ensuring children acquire knowledge and skills, including opportunities to take part in educational visits and other enrichment activities.
* Providing a model of outstanding practice, support and advice to colleagues (including ECTs where appropriate) in relation to all aspects of teaching and learning, including relational support. This will include leading ARP team meetings, joint planning sessions, team teaching, demonstration of teaching and leading training sessions for other staff
* Co-ordinate the implementation of ARP assessment procedures and moderating assessment outcomes to ensure they provide an accurate picture of attainment.
* Promote and develop partnerships with parents/carers through, e.g. induction and transition arrangements, ongoing communication about curriculum, students’ progress, attainment and behaviour, curriculum workshops.

**Student Outcomes**

* Assess, monitor, record and report on the learning needs, progress and achievement of students with complex SEMH reporting to SENCO and SLT as appropriate
* Advise on and set effective targets for students and be accountable for the meeting of them
* Use data effectively to track progress and co-ordinate interventions; record and evaluate the impact of interventions and take action where necessary to ensure impact
* Identify evidence-based interventions that are matched to students’ needs or groups of students and ensure that these are measurable, time limited and that all staff delivering them are trained thoroughly
* Facilitate, coordinate and monitor the quality of multi-agency input and specialist support for students within the remit of the complex SEMH ARP
* Liaise and collaborate with previous and future educational settings to create effective transition plans that facilitate continuity of support.
* Communicate effectively, positively and regularly with parents and carers, ensuring they are aware of the support provided for each student and they are involved in the setting targets for improvement
* Assess students’ approach to learning within the ARP and support where necessary to maintain high standards of engagement
* To be trained and confident in the delivery of relevant interventions or strategies such as Team Teach, PACE or any other evidence-based intervention from the student’s EHCP
* To chair, prepare and present EHCP annual review meetings and any other professional multi-agency meetings as necessary.
* Ensure there are high expectations for all students and address any low expectations as necessary
* Ensure staff understand and enact their responsibility for the Health, Safety and Welfare of students within the remit of the complex SEMH ARP students
* Develop a bespoke curriculum offer for each student, in collaboration with the SENCO, parents and Local Authority SEN officer
* Ensure all staff have ready access to, understand and engage with EHC plans to impact positively on teaching and learning and outcomes for SEMH students

**Leading and Managing Staff**

* Supporting SLT with the induction of new staff to your team and mentoring/supporting staff individual CPD needs.
* Managing and planning for the effective deployment of all staff within the complex SEMH ARP, whilst considering workload and well-being
* Supporting SLT in setting and reviewing appraisal targets for complex SEMH ARP staff, linked to pupil progress and attainment and school development priorities.

**Teaching**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, and as outlined in the school’s teacher’s job description – the Specialist Lead Teacher will teach all age groups and subject areas within the ARP.
* Where necessary, the Specialist Lead Teacher may teach across the whole provision of The Horizon School
* To model high standards of practice in learning and teaching
* To adhere to, and meet, the expectations of the Teachers’ Standards

**Safeguarding**

* Work closely with the school’s DSL/DDSL to ensure that any safeguarding concerns regarding students in the complex SEMH ARP are quickly and effectively responded to.
* To uphold, support and act upon the school Safeguarding Policies and practice ensuring knowledge and understanding is up to date with clarity of procedures to be followed
* To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty

**Other specific duties**

• To engage in personal professional development

• To actively and positively engage in the performance management process

• To undertake any other duty as specified by the Head of School not mentioned in the above

• To comply with the School’s Health and Safety Policy and undertake Risk Assessments as appropriate

• To be welcoming and courteous to all visitors to the school, and when representing the school in the wider community or within the scope of the role

*Please note that this list of duties 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 holder will carry out. The postholder may be required to do other duties appropriate to the level of the role. This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve. This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job, commensurate with the grade and job title.*

**Date:** July 2025

Last review date: July 25

Next review date: July 26

Head of School signature:



Date: 07/07/25