

THE HOLLIES PUPIL REFERRAL UNIT



PE TEACHER & BEHAVIOUR MENTOR APPLICATION PACK

THE HOLLIES PUPIL REFERRAL UNIT
THE STABLES
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ACTING HEAD TEACHER: Mrs Sonia Lockett

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CLOSING DATE: 1.00pm Monday 22nd May 2017

INTERVIEW: Thursday 25th May 2017

Positive Attitudes
Positive Outcomes

Dear Applicant

Thank you for your interest in applying for the post of PE Teacher and Behaviour Mentor at The Hollies Pupil Referral Unit. I hope you will be interested in applying for this post.

The Hollies is a successful PRU which over recent years has gone from strength to strength as you will see from our Ofsted reports. We are a double district PRU that encompasses the district of South Staffordshire and Stafford. This brings many challenges not least of which is the geographical spread of pupils on roll. Much of our on-site provision takes place at The Hollies base in Stafford and requires considerable transportation gymnastics.

We have approximately 60 pupils on roll, although this varies throughout the year. In addition to pupils at KS3 and KS4 we have responsibility for primary aged pupils who do not have a school place. KS3 pupils are mainly catered for at The Hollies with occasional enrichment activities off-site. KS4 pupils normally have some time at The Hollies for English, maths and PSHE together with alternative provision, although there are a few pupils who have all their provision off-site and supported by Hollies staff. We work in partnership with all the high schools in Stafford and South Staffs and have very successful working relationships as a result of the District Inclusion Partnerships.

Our staff group at The Hollies is very solid and mutually supportive. We work together to bring about the best possible outcomes for the young people on our roll whether this is planning programmes of work, looking for opportunities for development, working together with families or just being listening colleagues when times are tough.

We believe strongly in the personal development of all staff and there will be opportunities for advancement for a suitable candidate.

I would welcome visits to The Hollies for prospective candidates and should you wish to come and do this please ring Emma Jackson on 01785 241784 to make a mutually agreeable arrangement.

I look forward to hearing from you.

Yours sincerely

Sonia Lockett
Acting Head Teacher

The Hollies Pupil Referral Unit Job Description and Person Specification			
Post Title	Grade	SEN	Date
PE Teacher + Behaviour Mentor	TMS/UPS	1	

Reporting Relationships

Responsible to: The Head Teacher

General Requirement: Under the reasonable direction of the head teacher carry out the duties of a School Teacher as set out in the School Teachers' Pay and Conditions Document

Key Responsibilities

- Assist the Head Teacher to achieve the aims and objectives of the school.
- Take responsibility for specified areas of the curriculum.
- Promote the achievement of high standards through effective teaching and learning by preparing, evaluating and action planning to raise standards.
- Take into account and constantly review school contextual factors and prior attainment when planning and teaching lessons in PE.
- To maintain accurate pupil records. Be committed to our inclusive ethos, paying regard to the provision of personalisation for pupils.
- Contribute, where appropriate, to implementing policies and practice and to promoting collective responsibility for their implementation.
- Be a team member enhancing learning and developing teaching styles.
- To maintain any allocated teaching room as a vibrant stimulation learning environment.
- To ensure any Health and safety issues are brought to the attention of the senior leadership team.
- To support and uphold all school policies.
- Supervision of work of classroom assistants during the times they are allocated to classes.

**The Hollies Pupil Referral Unit
PE Teacher and Behaviour Mentor
Job Description**

Developing the School	<ul style="list-style-type: none"> • Assist the Headteacher and other members of staff to achieve the aims and objectives of The Hollies PRU. • Implement the timetable as appropriate. • Be responsible and accountable for pupil progression. • Be responsible for effective classroom management. • Co-ordinate class work with Teaching Assistant support. • Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development. • Evaluate lessons, incorporating pupils' views and responses in order to reflect and act on strengths and areas for development. • Contribute to the self evaluation systems in the school. • Work directly with individuals or groups to raise self-esteem and confidence of students with a view to improve personal and social skills. • To monitor behaviour and progress of students. • To liaise with parents, outside agencies, education welfare and the police with regard to confidential/sensitive information and complex issues.
Developing Learning	<ul style="list-style-type: none"> • Take responsibility for the development of PE throughout the school and deliver lessons at KS3 and KS4. • Work to pupil targets and ensure that progress is tracked through a range of strategies. • Take into account and review school contextual factors and prior attainment when planning and teaching lessons. • Reflect on the success of teaching strategies, individual lessons and self in meeting the needs of students. • Apply current guidelines on effective teaching and learning. • Take part in coaching and mentoring programmes to support colleagues and develop own practice. • Apply and expand teaching repertoire and feedback to colleagues on effectiveness. • Strive for good and outstanding lessons. • Deliver interactive lessons with pupils. • Provide good quality assessment using formative and summative methods in conjunction with the school's policy. • Record test results and ongoing teacher assessments, keep portfolios of evidence and report when necessary.
Developing Inclusive Practice	<ul style="list-style-type: none"> • Strive for the highest standards of co-operative working within our mutually supportive staff team. • Constantly review and update skills and understanding of issues that affect our pupils' social and emotional well-being. • Be prepared to learn where necessary and support if required in all areas of pupil behaviour. • Be a form tutor, personal mentor and parent support where required. • Be flexible and willing to adapt within a constantly changing environment with a positive and can-do attitude.
This job description will be reviewed annually and may be subject to amendment or modification at any	

time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**The Hollies Pupil Referral Unit
PE Teacher and Behaviour Mentor
Person Specification**

	Essential	Desirable	How Assessed
Qualifications and Training			
▪ Qualified Teacher Status	✓		APP
▪ Degree or equivalent	✓		APP
▪ Evidence of continuing professional development	✓		APP FI
Knowledge, skills and experience			
▪ Experience of raising standards of teaching and learning in self and others		✓	APP FI LO
▪ Excellent organisation/administrative skills		✓	APP FI
▪ Excellent classroom practitioner who has been involved in curriculum development	✓		APP FI LO
▪ Knowledge of learning and teaching innovation	✓		APP FI
▪ Knowledge and understanding of strategies for raising standards	✓		APP FI LO
▪ Skills in removing barriers to learning	✓		APP FI LO
▪ Awareness of development of new technologies to assist student learning	✓		APP FI LO
Personal attributes			
▪ Able to demonstrate strong leadership skills within a culture of distributed leadership	✓		APP FI
▪ Ability to communicate clearly/excellent interpersonal skills	✓		APP FI LO
▪ Setting high standards, expectations and inspiring others to achieve them	✓		APP FI LO
▪ Promote a culture of high achievement	✓		APP FI LO
▪ Able to stay controlled in challenging circumstances	✓		
▪ Resilience and a sense of humour	✓		
▪ Ability to develop and maintain good working relationships with all members of the school community	✓		APP FI
Interest and motivation			
▪ Committed to the raising of standards for all	✓		APP FI
▪ Have a commitment to equal opportunities	✓		APP
▪ Have ability and enthusiasm to promote the school's vision, values and achievements to the local and wider community	✓		APP FI
▪ A commitment to personal development and progression	✓		APP FI

Person Specification with integrated competency links

MEASURED BY KEY:

APP	=	Application form
FI	=	Formal interview
LO	=	Lesson observation