



YSGOL

Bryn Elian

HIGH SCHOOL

Achievement for All
Llwyddiant i Bawb

Job Description

Post Holder:

Post Title: OSIC Lead

Line Manager: Assistant Head: Pupil Services & Their Wellbeing

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for learners in the OSIC and to support individual mainstream learners as appropriate.
- To monitor and support the overall progress and development of learners attached to the centre.
- To facilitate and encourage a learning experience which provides learners with the opportunity to achieve their individual potential.
- To devise individual programmes to meet the particular needs of learners who are disaffected or likely to become disaffected.
- To manage the school's Referral and internal exclusion area.
- To contribute to raising standards of learner attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To link with external agencies as appropriate.
- To contribute to the maintenance of good order.
- To liaise with the in-class support from OSIC Teaching Assistants for learners.
- To lead and manage the centralised detention system.



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Reporting to:	Head Teacher, Deputy or Assistant Head: Pupil Services & Their Wellbeing.
Responsible for:	The provision of a full learning experience and support for learners.
Liaising with:	Head/Deputy, Assistant Heads responsible for Pupil Services & Their Wellbeing and Learner Achievement & Potential, Learning Managers, teaching/support staff, LEA representatives, external agencies and parents as appropriate.
Working Time:	Term time only + 10 days (37 hours per week).
Salary/Grade:	G05
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Operational/Strategic Planning

- To implement the development of appropriate syllabuses, resources, schemes of work, mar policies and teaching strategies in the centre.
- In collaboration with Assistant Head, devise the centre's development plan and its implementation.
- To plan and prepare courses and lessons for individual learners within the centre with support of teachers
- To be involved in the delivery of alternative courses for learners eg SWEET.

Provision:

- To work with the Assistant Heads responsible for Pupil Services & Their Wellbeing and Learner Achievement and Potential to ensure that the centre provides a range of teaching which complements the school's strategic objectives.

Curriculum Development:

- To assist in the process of curriculum development and change, with the support of relevant middle and senior leaders, so as to ensure the continued relevance to the needs of learners, examining and awarding bodies and the school's Mission and Strategic Objectives.

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.



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Staff Development:

- To continue professional learning in the relevant areas including subject knowledge and methods of delivery.
- To engage actively in the Professional Development Review process.
- To provide relevant support for staff involved in the work of the centre, where appropriate.

Recruitment/Deployment of Staff

- To ensure the effective/efficient deployment of classroom support, using the OSIC Teaching Assistants.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Enhancement:

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the centre in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of delivery and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of learners using OneNote, Satchel One and Eclipse.
- To track learner progress and use information to inform teaching and learning packages.

Communications:

- To communicate effectively with the parents of learners as appropriate, including attending OSIC and inclusion meetings.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.



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Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, centre and the learners.

Pastoral System:

- To promote the general progress and well-being of individual learners attached to the centre.
- To provide specialist outreach support to learners in mainstream in danger of becoming disaffected as identified through High Profile Meetings, Mini-moderations and Satchel One.
- To liaise with the Assistant Head: Pupil Services & Their Wellbeing to ensure the implementation of the school's Pastoral System.
- To evaluate and monitor the progress of learners and keep up-to-date learner records as may be required.
- To prepare Action Plans, IBPs and PSPs and other reports, as required using Eclipse where appropriate.
- To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners.
- To contribute to PSE and DACW as per school policy.
- To apply the Behaviour Management systems so that effective learning can take place.



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Delivery of Provision:

- To enable learners to make progress according to their educational needs, including the setting of work to be carried out by the learner in school and elsewhere, to be provided by subject leads and class teachers.
- To analyse, record and report on the attendance, progress, development and attainment of learners and to keep such records as are required.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To observe the requirements of the school's Health and Safety Policy.
- To undertake any other duty, relevant to guidance, not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to dress and behave in a way compatible with their duties and responsibilities, thereby ensuring that they can insist on high standards of dress and behaviour from learners.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.