

Job Description and Person Specification

DATE	SIGNATURE

Role

Lead Teacher – Family and community
Engagement (special school)
Beckfoot Trust
Salary/Grade: TLR 2A
Reporting to: Headteacher

JOB DESCRIPTION

Key Duties and Responsibilities

- Provide support of the wider leadership team (SLT), creating a team ethic and providing challenge and support to deliver on objectives in line with the School Improvement Plan
- Support the wider leadership team with the leadership and implementation of the school's family engagement strategy creating remarkable outcomes and experiences for learners
- Manage the allocation and resourcing and equipment for family events and whole school celebrations, considering strategic planning and development issues.
- Support thoroughly and regular evaluation of the effectiveness of family engagement strategy and support shaping the strategic direction of community activities and events, ensuring that the strategies deployed have impact
- Actively contribute to Trust strategic planning, looking for every opportunity to abandon the unnecessary
- Systematically monitor and assess quality family and community engagement by stakeholder feedback and engagement feedback and learning over time
- Ensure the development and implementation of appropriate systems and processes.
- Plan, prepare and deliver curriculum and pedagogical training in liaison with subject leads
- Work collaboratively with the Attendance Lead and Family and Attendance Team
- Lead and attend meetings and undertake duties as required in line with school calendar, sharing expertise and supporting others
- Undertake pastoral duties, such as taking on the role of form tutor, supporting pupils through academic or personal challenges
- Oversee and organise faculty extracurricular /enrichment activities, such as outings, social activities, and sporting events to enhance learning and engagement
- Contribute to school improvement planning, support the life of the school and work within the overall aims and objectives of the school and Trust
- Develop accurate assessment and quality assurance systems.
- Maintain accurate records using relevant systems in line with policies and records management procedures

Corporate Responsibilities

- In addition to the highest standards of teaching as a talented practitioner, be accountable for the success of the curriculum in securing great outcomes and supporting pupils to achieve their potential in a remarkable learning environment.
- Uphold and fulfil professional duties and responsibilities in line with the current School Teachers Pay and Conditions Document and Teacher Standards
- Fulfil expectations of a Leader as set out in the Trust School Contract, Scheme of Delegation, Local School Committee and the Meeting Arrangements Calendar (MAC)
- Adhere to the principles of alignment in the One Trust Contract
- Ensure probity, propriety and adherence to the Nolan Principles both in your personal conduct and throughout the Trust
- Contribute to a culture of relentless improvement, where feedback is a gift
- Lead and uphold an individual and organisational commitment to safeguarding and promoting the well-being of children; being hyper-vigilant in all interactions with pupils and adults and reporting any concerns or suspicions, no matter how small, to the Designated Safeguarding Lead (Pupils) / Headteacher (Staff)
- Comply with all policies, procedures, working practices and regulations, in particular, Child Protection, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- Be accountable to and carry out any reasonable request from the Headteacher / Line Manager
- This role involves engaging with pupils in regulated activities relevant to children.

Professional Development

- Be committed to own professional development, demonstrating the desire to be better tomorrow than you are today
- Establish and participate in training opportunities, meetings, and networks to support and maintain excellent skills, techniques and knowledge in teaching and SEND role

JOB DESCRIPTION

- Seek feedback and act on it to improve performance within and beyond formal appraisal and coaching opportunities
- Actively engage in the school coaching offer and Professional Growth process
- Under-go regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD).

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Advanced Threshold Fluency Duty Required

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Advanced Threshold Level. The post holder should demonstrate they can:

- **Express themselves fluently and spontaneously at length effortlessly.**
- **Explain difficult concepts simply without hindering the natural smooth flow of language.**
- **Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in school.**

Date: September 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks. Post-holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager. The Job Description will be reviewed with the post-holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

PERSON SPECIFICATION

Head of Faculty / Department

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	• A good honours degree in relevant subject / discipline • Qualified Teacher Status • Evidence of relevant CPD activities	• A relevant qualification in SEN	• Application
Experience	• Recent and relevant successful teaching experience / ability • Development of relevant whole school initiatives	• Awareness of Multi-Academy Trusts • Have worked with a wide range of SEN learners with different needs and cognitive levels and understand relevant associated pedagogy	• Application • Interview
Knowledge, Skills and Ability	• A commitment to outstanding teaching and desire for significant professional development • Excellent knowledge of subject/s, national curriculum requirements • Strategic planning skills • Ability to lead others to deliver high standards of learning • An understanding of the need to reduce the gap between those who are disadvantaged and those who are not. • Ability to establish and maintain positive relationships with pupils and staff • Ability to lead collaborative planning and ability to work in a team. • Knowledge and understanding of wider issues in education and SEN • An understanding of how to use data to raise standards and develop curriculum • Understanding of SEND	• Knowledge and experience of leading whole school projects and or initiatives. • Knowledge and experience of working collaboratively with agencies outside of school to develop community and family engagement • Knowledge of planning implementation and evaluation of whole school strategy e.g. Pupil Premium	• Application • Interview
Character/ Values	• High commitment to safeguarding and promoting the welfare of children	• Understand the importance of work/ life balance • Resilient, flexible and hardworking	• Application • Interview

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements	How Identified
	• A passion for education and a deep-felt desire to make a difference for young people • Commitment to the Trust agenda for inclusion, diversity and equality • Driven by values and aligned to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership • Humility: a recognition that the more you know, the less you know! Not being afraid to say, 'I don't know' • Emotionally intelligent: know when to direct and when to challenge • Present a positive perspective; able to listen and show awareness of other's sensitivities; have personal pride and lead by example	• Interest in the Trust's wider role in the community	
Personal Circumstances	• Legally entitled to work in the UK • Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 • Flexible to support out of hours activity on occasion		• References • Interview