**JOB DESCRIPTION**

**Job Title:** Teacher

**Department:** School

**Hours of Work:** 37.5 hours per week Term Time Only

**Salary:** £37,198 - £39,814pa (actual salary)

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children, young people and vulnerable adults that they are responsible for, or come into contact with.

**Job Purpose**

To teach a range of curriculum subjects to small groups of pupils, up to and including GCSE. All of our pupils have EHCPs with a focus on Social, Emotional and Mental Health; Autism and ADHD and mild learning difficulties. To work closely with colleagues to ensure the safety and progress of all our pupils across our whole school provision.

**DUTIES:**

1. To deliver a range of curriculum subject across KS3 and KS4.
2. To contribute to the pastoral provision within the school and to have joint responsibility for a family group.
3. To provide a positive and professional learning environment for pupils who have experienced negative experiences in previous educational settings.
4. Develop positive and trusting relationships with pupils to ensure they begin and continue to engage in the learning environment.
5. To ensure a consistent approach to behaviour management in line with the school policy and procedures to ensure pupils feel safe, secure and confident with the behavioural approaches applied within their learning environment.
6. To liaise with other relevant professionals as required including those who will contribute to enhancing the teaching and learning environment and programme of study.
7. To research and develop resources.
8. To develop a programme of study liaising with specialist agencies, businesses, colleges and other relevant bodies to secure additional opportunities for pupils, and to help them progress, develop and extend their experience in this subject area.
9. To prepare pupils for certificates, exams and awards in consultation with colleges or to help them to find additional courses which are suitable.
10. To assist with other aspects of the school curriculum including planning and taking part in special events including trips and residential.
11. To ensure EHCPs have been read and information used to ensure lessons are planned and delivered in line with the pupils individual learning and personal needs.
12. To maintain up to date records relating to all pupils.
13. To undertake administrative activities as appropriate.
14. To assist others in the team concerned with school provision for pupils, including on occasion offering cover when staff are unavoidably absent, and supervision at lunch and break times.
15. To help maintain premises and equipment in good order and to be accountable for any budget that may be delegated.
16. To prepare for and attend meetings involving parents / carers, professionals, staff, management committees and others as appropriate.
17. To be available for the timetable arranged by the SLT as well as for other requirements such as Parents Evenings.
18. To be familiar with policies and procedures of School and Trust and uphold them.
19. To assist with organising and running community events in Balsall Heath as appropriate.
20. To help maintain the general welfare, health and discipline of pupils in the School and Trust.
21. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with the supervisor.
22. To undertake personal professional development and training – focus on particular needs of the type of young person who come to the school (BESD)

**Supervision received:** Deputy/Head of School

**Supervision exercised:** Teaching Assistants, Students, Volunteers

**PERSON SPECIFICATION**

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| Method of Assessment | Application Form | Interview | Test |
| A | I | T |

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| REQUIREMENTS | **ESSENTIAL** | **MOA** | **DESIRABLE** |
| **Experience** | * Experience of teaching * Experience of working with SEN pupils * Working with pupils who present with challenging behaviour | A/I/T  A/I/T  A/I/T |  |
| **Skills, Qualities, Knowledge** | * Ability to plan effectively and assess progress of students * Knowledge and understanding of Safeguarding and Equal opportunities * Ability to build positive relationships with SEN pupils * Reflective practitioner who is willing to develop own practice in line with the needs of the pupils * The ability to create engaging and fun learning environments * Knowledge of curriculum subjects at key stage 3 and 4 * Committed to motivating and raising achievements for all pupils * Skilled in use of ICT * Have a proactive approach to own Professional Development * Good organisational skills | A/I  A/I    I/T  A/I  A/I  A/I  A/I  A/I  A/I  A/I |  |
| **Qualifications** | * QTS | A/I | Relevant additional qualifications e.g. Autism Training |
| **Equalities** | Understanding of, and commitment to equality of opportunity and the ability to apply this | I |  |
| **Further Requirement** | It is essential that all candidates are deemed suitable to work with children and/or vulnerable people. |  |  |