



Job Description and Person Specification

Job Title	English and Nurture Literacy Teacher
Department	English/SEND
Location	Aylsham High School
Grade	ECT/MPR/UPR
Responsible to	SENCO's

Role and Context

General Requirements and Functions: *(all staff are expected to be familiar with the mission statement, intended student outcomes and objectives of the school).*

1. To carry out the general and specific professional duties as set out in the School Teachers' Pay and Conditions Document.
2. To maintain the highest quality possible of teaching and learning in the Nurture provision in accordance with school policies and the statutory requirements of the national curriculum.
3. To accept responsibility for promoting and safeguarding the welfare of children and young persons whom you are responsible for and come into contact with.
4. To ensure that you are aware of the Federation's Health and Safety Policy and the requirement to produce risk assessments for certain activities.
5. To act as a form tutor and to carry out duties in accordance with the Aylsham High School form tutor role.
6. To carry out a share of supervisory duties in accordance with published rosters.
7. To provide a strong focus on raising student progress in Nurture provision as allocated.
8. To manage students' behaviour to create a successful climate of learning.



Principal accountabilities

Specific duties:

To provide an environment accessible to students, staff, parents, carers and the community meeting the schools standards.

To develop effective links with parents involved in Nurture provision and SEND within Aylsham High School, Aylsham Learning Federation and across the cluster where applicable.

To provide continuity of provision and care, guidance and support for the most vulnerable learners.

To mentor, monitor and record student progress in the Nurture provision including the writing of reports and records, maintaining accurate mentoring records and accurate assessment methods, also developing effective liaison with parents and carers. In addition, to ensure that these are shared with appropriate staff.

To support the development of schemes of work and methods of teaching/learning within Nurture, as agreed with the SENCO's and the Headteacher.

To help establish high levels of expectation and to act as a role model in terms of teaching, learning assessment and pastoral care by setting down clear guidance for students for establishing good standards of achievement and behaviour within the Nurture provision and across the school.

To attend Parents Meetings and induction evenings.

To support SENCO's with the induction and transition process for year 6 students.

To attend team meetings and to contribute positively to discussions.

To keep abreast of recent developments and national changes in subject curriculum and the range of courses on offer.

Promote educational enrichment through booster classes, trips, clubs and visits.

Sharing subject knowledge and expertise across the Federation.

To carry out any reasonable tasks related to the post that may be requested by the Executive Headteacher.



Person Specification

This describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Key Areas of Role	Specifications for this Job	Essential/Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Good honours degree 	Essential
Skills, Knowledge	<ul style="list-style-type: none"> • Excellent subject knowledge in English <ul style="list-style-type: none"> ○ Curricular ○ Pedagogical • Good classroom management skills • Good administrative skills • Good ICT capability and a willingness to embrace new technologies if they enhance learning • Excellent communicator • Ability to make links to other subjects in the curriculum 	All essential
Attitudes	<ul style="list-style-type: none"> • Passionate and committed to teaching • Emphasis on the child at the centre of learning • Reliable • Proactive • Possesses humility • Shares our co-operative values • Willingness to use a variety of teaching and learning styles • Fair but firm discipline with an emphasis on positive rewards • Commitment to the importance of form tutoring • Willingness to teach all subject topics • Commitment towards personal professional development 	All essential



General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self-help - we help people to help themselves

Self-responsibility - we take responsibility for, and answer to our actions

Democracy - we give our members a say in the way we run our organisation

Equality - we are genuinely inclusive and pursue success for everyone

Equity - we carry out our work in a way that is fair and unbiased

Solidarity - we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness - nobody's perfect, and we won't hide it when we're not

Honesty - we are honest about what we do and the way we do it

Social responsibility - we encourage people to take responsibility for their own community, and work together to improve it

Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups.