



KINGFISHER
LEARNINGTRUST
ENDLESS POSSIBILITIES

Kingfisher Special School & Halcyon Way School

Teacher Job Description & Person Specification

Signed by:	
Signature:	
Date:	

Kingfisher Special School & Halcyon Way School
Teacher Job Description

Job Description:		Teacher
Responsible to:		Executive Principal
Line Manager:		Director of Operations
Salary:		MPR/UPR + 1 SEN
Conditions of Employment:		<p>The appointment is subject to enhanced DBS/Police and medical clearance, as well as references.</p> <p>Teachers must be willing to undertake a review of their responsibilities and alter them in accordance with the changing needs of the school. Normally the review will be held annually, at the Appraisal Meeting with the Team Leader, in time for the Trust Board Meeting at which salaries are considered. In exceptional circumstances, a review may take place at any other time.</p>
Purpose of Post:	<i>To:</i>	operate as part of the staff team which has a corporate responsibility and general duty for pupils' learning and achievements; Safeguarding and well-being and development of the whole school.
	<i>By:</i>	<p>providing outstanding teaching and learning opportunities for pupils; leading and advising other staff in improving children's attainment and achievement within the school community.</p> <p>This involves support for:</p> <ul style="list-style-type: none"> ▪ pupils, by having the highest of standards and expectations and enhancing their learning through a personalised programme of development and support, ensuring they are safe, happy and successful learners ▪ Teachers and Support Staff, through collaborative working and ongoing development of challenging learning opportunities within each school's diverse learning environments ▪ the curriculum, by leading in the development of the school offer, ensuring that all pupils have equal access to learning opportunities, using strategic leadership skills in contributing to Aspect/Subject development throughout the school ▪ the schools, by underpinning all practice with the Trust and School Values and Vision, being aware of and complying with policies and procedures.

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Teacher Responsibilities:

All roles of the class teacher are set out in the current School Teachers' Pay & Conditions Document. To carry out the professional duties of a schoolteacher, taking responsibility for the education and welfare of pupils in accordance with the requirements of Conditions of Employment of School Teachers.

Specifically to:

- Fully support the Executive Principal and Local Governing Body in the discharge of their duties, by ensuring maximum efficiency in all aspects of delegated authority
- Undertake all reasonable duties as required, at the discretion of the Executive Principal
- Lead by example as an outstanding practitioner
- Be responsible for the continued development, monitoring and evaluation of a class group (contact time approximately 90%)
- Ensure every pupil's education is shaped by their different learning profile
- Ensure every pupil is fully included in learning opportunities
- Provide a motivating learning environment using high quality resources
- Lead a class team, working with other agencies, in providing the School's Core Offer and supportive strategies for engaging pupils
- Lead a Subject/Aspect of Learning (unless Early Career Teacher)
- Promote the Trust's Vision and Values, Aspirations and Ethos through the approach of the Class Team
- Ensure that pupils are ready for learning by having due regard to their holistic needs – emotional and physical
- Be committed to the principles of empathic responses, including the Team Teach principles of de-escalation and Moving and Care, particularly in supporting pupils when in crisis
- Have high expectations for learning through developing and maintaining Personalised Learning Plans (PLPs), planning with Class Teams – particularly clear short-term plans with evaluations and next steps for learning
- Use a range of effective Assessment for Learning strategies to ensure that each pupil's progress is targeted, monitored and analysed and next steps identified using qualitative and quantitative data to ensure impact on, and access to, all areas of learning
- Ensure pupils have an active voice in their learning
- Have shared responsibility for all pupil's Duty of Care and Safeguarding
- Meet statutory requirements as outlined in each pupil's Education and Health Care Plan through Personalised Planning Meetings and Reports to parents
- Continually improve own practice/knowledge (reflective practitioner) through participating in coaching and Continuing Professional Development opportunities; participate in Action Research projects to review and develop strategies to meet the needs of the changing population
- Maintain positive links with families regarding learning progress, including attending and participating in open/parent evenings
- Attend meetings / training as appropriate
- Lead and contribute to assemblies in line with the School guidelines.

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Aspect / Subject Leader Responsibilities:

To work as an effective strategic leader throughout both schools, leading and embedding the development of good practice in a variety of ways.

To:

- be accountable to the Local Governing Body, through the Strategic Leadership Team, and in co-operation with colleagues, for the impact on learning of the delivery of a Subject/Aspect throughout both Schools
- review, monitor and evaluate current practice and impact on learning and provide feedback and direction to the Learning Aspect Forum (LAF)
- review planning and lead on its further development to ensure coverage, continuity, progression and inclusion in a range of learning experiences across both Schools
- identify ways of measuring progress through engagement and the Subject/Aspect, where appropriate
- lead the professional development of all staff by developing and sharing high quality professional practice and provision (based on evidence from Action Research)
- contribute to Staff development and training needs including identifying, planning and leading Professional Learning sessions for colleagues as appropriate
- update professional knowledge, particularly in relation to Statutory Guidance, and skill development as appropriate
- identify additional specialist resources to extend creative learning opportunities
- lead, review and develop the Subject/Aspect's policies, procedures, guidelines and strategies in line with the aims, ethos and core values of the Trust/Schools
- be accountable to the Local Governing Body by contributing to Self-Evaluation procedure, reporting and feeding back to meetings and sharing the impact on pupils of the Subject/Aspect
- be responsible for the production of a detailed annual Strategic Plan for the Subject/Aspect, in line with agreed whole school priorities, setting 'SMART' costed, targets for raising pupil achievement
- use available data, as appropriate, to assess the impact of engagement in learning and pupil outcomes
- be responsible for the budget allocated to the Subject/Aspect and prioritise resource needs as indicated in the School Strategic Plan, monitoring progress against the targets and ensuring appropriate action plans are in place where issues are identified, keeping the LAF updated.

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Person Specification		
Criteria or Requirements	Method of Assessment	
	Essential / Desirable	Application Interview
1. Qualifications <ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of a commitment to continuous professional development • Qualification in SEN 	E E D	A A A
2. Experience <ul style="list-style-type: none"> • Evidence of successful experience of teaching children with a range of learning needs (in mainstream or special setting) • Evidence of developing and maintaining excellent relationships with key stakeholders, including parents, Governors, staff and the community • Experience of successful curriculum management in planning and implementing change with improved outcomes for pupils 	E E D	A/I/R A/I/R A/I/R
3. Knowledge, Skills & Abilities <ul style="list-style-type: none"> • An outstanding professional in teaching and learning • Passionate about raising standards and achievements for all • Confident in using interpersonal skills in collaborating with a highly professional and motivated staff team • Ability to reflect on and further develop own professional practice through coaching • An awareness and understanding of key issues facing the education sector at both a national and a local level • Ability to follow Safeguarding practices across school within local and national expectations • An understanding of children's and parents' statutory entitlements; ensuring a personalised approach • Ability to lead and contribute to Aspect/Subject Team development to ensure optimum learning opportunities for all pupils • Committed to maintaining the unique ethos of Kingfisher Learning Trust • Ability to contribute to the development of each school's strategic vision • Collaborative; able to develop trust, confidence and positive partnerships within and beyond school • Adaptable and flexible, reliable and able to meet deadlines • Well-developed interpersonal and communication skills • Creative and confident professional, adapting practice for a range of learning needs • Ability to act as an ambassador for the Trust/Schools and contribute to school to school support, travelling and working at other locations/schools as may be required including those across the Trust. 	E E E E D E E E E E E E E E E E E E	A/I/R A/I/R A/I/R A/I/R A/I A/I/R I/R A/I/R A/I/R I/R A/R A/I/R A/I/R I/R A/I

This person specification lists the requirements that are necessary to do this job and how these will be assessed. In your application, you should state clearly, giving examples wherever possible, how you meet the requirements which are being assessed by this method, as the panel will reach a decision on whether to short-list you or not based on the information you provide.