

## Job Description & Person Specification

<b>Job Role:</b>	<b>Teacher (with Subject Leadership for Literacy)</b>
<b>Job Family:</b>	Teaching & Learning
<b>Job Department:</b>	Teaching & Learning
<b>Responsible to:</b>	Senior Leadership Team
<b>Line Manager:</b>	Senior Leadership Team
<b>Salary/Grade:</b>	Main Teacher Scale + SEN 1 + TLR2A
<b>Appointee Name:</b>	
<b>Appointee Signature:</b>	
<b>Date Signed:</b>	

To teach students within the Education Provision (EP) while leading and managing a team of Teaching Assistants effectively. To be involved in EP development work and carry out other such associated duties as are reasonably assigned by the Head of Education Provision (HoEP).

The job description is to be performed in accordance with the provisions of the School Teachers pay and Conditions of Service Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the burgundy book) and to locally agreed conditions of employment.

### Key Responsibilities

#### Leadership & Management

- To lead in Literacy across the EP to ensure high quality provision is provided to meet the educational and support needs of our students
- To monitor Literacy across the school in line with the EP's quality assurance calendar
- To raise the profile of Literacy across the curriculum and within the school environment
- To oversee the development of this curriculum area informed by monitoring, INSET, wider professional development and research
- To plan and deliver training for staff and supporting colleagues when necessary
- To provide examples of good and outstanding teaching practice; including preparation and planning, classroom management and the maintenance of effective working relationships with colleagues, students and their families/carers
- To organise the effective deployment and direction of Teaching Assistants, within the classroom and support the development of an effective team
- To lead on the creation and implementation of appropriate strategies, action plans and policies
- In conjunction with the Senior Leadership Team (SLT), monitor the implementation and evaluate the impact of the relevant strategies and associated action plans as defined in the EP's QA schedule
- To support the implementation of the School Improvement Plan (SIP) and contribute to the strategic vision of the HoEP and LGC Governors
- To participate in meetings which relate to the EP's management, curriculum, administration or organisation
- To communicate and co-operate with specialists from outside agencies to provide an effective multi-agency service and prepare reports on the needs of individual students as required

- To participate in the performance management for the appraisal of their own performance, contributing to Teachers and Teaching Assistant's performance management reviews where requested in line with the subject leadership support

**Quality of Teaching & Learning**

- To identify, plan for and teach, according to their individual educational needs, students assigned to the post holder in an allocated class group
- To develop within students, the ability to take responsibility for their own learning
- To plan for, organise and maintain a stimulating classroom environment appropriate to the needs, age and level of development of the students, which facilitates learning
- To demonstrate a high standard of classroom management and practice, and teach within the framework of the EP's and Trust's policies and guidelines paying particular attention to equal opportunities and diversity
- To plan for, co-ordinate and manage the work of Teaching Assistants
- To promote the agreed EP ethos, attitudes and values in all aspects of work with students, colleagues, parents/carers, volunteers and visitors
- To participate in EP activities, meetings, discussions and management systems necessary to co-ordinate the work of the EP as part of the statutory 1265 hours directed time (FTE)

**Achievement and Assessment of Students**

- To assess student achievement, plan for and evaluate progress in accordance with both national requirements and arrangements agreed within the EP
- To provide reports and assessments for each student in accordance with EP policy and for a range of audiences, including reports to support their EHCP
- To engage in and maintain a dialogue with parents/carers and other professionals about the students' welfare, teaching programmes and progress within an allocated class or group

**Behaviour, health and wellbeing of Students**

- To maintain discipline, support and promote positive behaviour management strategies in accordance with the ethos, rules and behaviour management policy of the EP
- To be responsible for meeting the welfare needs, Safeguarding the health & wellbeing of the students, actively promote the development of personal & social skills and provide emotional support in a way that accords with the students' age and level of development within the stated aims of the EP
- To comply with and actively implement Children's Services and school policies regarding health & safety, Equal Opportunities, Child Protection and Behaviour Management

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b> This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>

### **Safeguarding and Promoting the Welfare of Children and Young People**

The jobholder is required to follow all of the School's policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Education Provision's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Education Provision's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

The Education Provision and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The Education Provision has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Education Provision premises and those where Education Provision services are provided.

This job description is not exhaustive, and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations and will be used in monitoring effective performance.

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> <li>• Have Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Further SEN Qualifications e.g. PECs, TEACCH</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Appropriate experience as a Class Teacher delivering Literacy</li> <li>• Experience of setting targets and monitoring performance in order to raise student achievement</li> <li>• Experience in using IEPs and carrying out student assessments</li> <li>• Experience of working as a part of a team</li> <li>• Knowledge and understanding of Special Educational Needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching a wide range of SEN CYP (in both age and ability)</li> <li>• Knowledge of differing teaching and learning styles</li> <li>• Experience of pre-key stage levels and the coordination of a specific subject</li> <li>• Experience in Literacy subject leadership</li> <li>• Knowledge of appropriate numeracy frameworks, e.g. Early Years, National Curriculum, Adult Core Curriculum</li> <li>• Experience of developments relating to the assessment of relevant student groups</li> <li>• Experience working with Early Careers Teachers (ECTs)</li> <li>• Have experience and understanding of practice and principles for Safeguarding children, young people or vulnerable adults within an educational setting</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Good ICT Skills</li> <li>• Able to promote the EP's aims positively, and use effective strategies and practices to foster its ethos</li> <li>• Ability to develop good personal relationships within a team</li> <li>• Ability to establish and develop relationships with parents/carers and other stakeholders</li> <li>• Create a safe, secure, happy and effective learning environment</li> <li>• Ability to work independently</li> <li>• Ability to set targets, meet deadlines and work under pressure</li> <li>• Adaptable and versatile approach</li> <li>• Communicate effectively to a variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use ICT to promote and enhance learning</li> <li>• Ability to write and successfully implement action plans</li> <li>• Ability to analyse information</li> <li>• Aptitude for training, coaching and mentoring other staff</li> <li>• Experience of delivering group or whole staff training to groups of adults</li> <li>• Ability to contribute to extra-curricular activities</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to relate to people at all levels</li></ul>	
Personal Qualities and Commitment	<ul style="list-style-type: none"><li>• Caring and understanding</li><li>• Sense of humour</li><li>• Enthusiastic team approach</li><li>• Set and maintain high professional standards</li><li>• Be willing to follow the school Child Protection Policy and procedures and undertake mandatory Safeguarding training as directed by the EP</li></ul>	<ul style="list-style-type: none"><li>• Have stamina and resilience</li><li>• Interest in digital technology</li><li>• Up to date knowledge of educational trends</li><li>• Interests other than education</li></ul>