

Job Description

Teacher

Salary grade: TMS/UPS

Reporting to: Headteacher

Functional relationships include: Headteacher, school staff, pupils, parents, senior leadership team (SLT), ELAN central team, local authority (LA), external agencies, volunteers.

Purpose of role

To work under the supervision of the senior leadership team, to educate children and secure the very best outcomes for them.

Key responsibilities

- Prepare and teach lessons, ensuring that every child's learning and developmental needs are met, and that the classroom provides a warm, welcoming and supportive environment to the children and their families.
- Manage behaviour effectively to ensure a positive and safe learning environment.
- Liaise with the leadership team and to be responsible for all aspects of the class.
- Undertake assessments and reviews, and to participate in and develop Education and Health Care Plans (EHCP) for individual children as appropriate and required.
- Work with relevant organisations and agencies to provide appropriate services to children.
- Contribute to the planning, development, monitoring and evaluation processes and requirements as requested.
- Develop and follow school policies (including Safeguarding and Child Protection Policy), maintain appropriate records and prepare reports as required. This will include registration and attendance.
- Act as a representative of the school at meetings relating to the individual needs of children and to the broader needs of the school.
- Be an active member of the staff team participating in training, attending regular supervision and annual appraisals with the line manager.
- Ensure compliance with all health and safety legislation and associated codes of practice and school policies.

This is not an exhaustive list and some changes to both the job description and duties may occur.

Key skills

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the trust to help improve all areas of your own performance

- Be aware of your own skills of self-management as regards to time and prioritising workload.

Additional duties and information

- To contribute to the ethos and aims of the trust.
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within ELAN are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the trust's safeguarding and child protection procedures will be followed alongside implementation of the ELAN disciplinary procedures.
- To be aware of and understand the ELAN equality and equal opportunities, whistleblowing, ICT, online safety, GDPR and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy.
- To read and have a thorough understanding of ELAN's staff code of conduct.
- To undertake any duty or responsibility relevant to the trust's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals both internal and external.

Skills/qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks and will be held on your personnel file.

Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a **six month** probation period.

Scale point: You will be paid an annual salary in accordance with the ELAN Teachers Main pay spine or upper scale spine for qualified teachers. Any annual increment will be linked to your annual appraisal review based on performance.

Pension: As a teacher, you are entitled to the benefits provided under the Teachers' Superannuation Acts or under other relevant statutory provision as may be appropriate to the case.

Person specification

Job title: Teacher

Qualifications and experience

Essential	Desirable	Measured By
A qualified teacher.		Application form
An understanding of subjects within the national curriculum and the motivation to ensure that they have a secure subject knowledge of all that they teach.	Proven ability of core subject leadership.	Application form
The ability to adapt teaching to ensure that children achieve curriculum end-points.	The ability to secure children's progress in line with curriculum expectations.	Application form/interview
Experience of using a range of strategies to ensure pupils make progress over time.	Experience of working with outside agencies.	Application form/interview

Knowledge and skills

Essential	Desirable	Measured By
Ability to manage behaviour effectively.		Application form/interview
Demonstrates high quality inclusive teaching.		Application form/interview
A thorough understanding of a range of teaching strategies.		Application form/interview

Able to analyse and use summative assessment data effectively to strategically inform teaching.		Application form/interview
Have an organised and systematic approach.		Application form/interview
Uses IT to support and enhance learning. Able to use IT to support their own professional duties.		Application form/interview
Ability to write reports, keep accurate records and communicate effectively.		Application form/interview
Effectively deploy support staff effectively.		Application form/interview
Proven ability to prioritise workload.		Application form/interview

Personal qualities

Essential	Desirable	Measured By
Open-minded, self-evaluative and adaptable to changing circumstances and new ideas.		Application form/interview
Able to evaluate own practice and has a desire to continually improve and refine their teaching.		Application form/interview
Able to establish rapport and respectful and trusting relationships with children, their families, carers and other adults.		Application form/interview
Able to build and maintain successful and purposeful relationships with colleagues.		Application form/interview
Have a strong belief in team work, including sharing expertise and experience, supporting colleagues and working with		Application form/interview

others to improve practice skills and knowledge.		
Maintain high standards of personal professional conduct at all times.		Application form/interview
Passionate about teaching and learning.		Application form/interview
Committed to safeguarding the well-being of all children.		Application form/interview
A desire to understand and overcome barriers that children face that can disadvantage them.		Application form/interview
Make a positive contribution to the wider life and ethos of the school.		Application form/interview