



## **JOB DESCRIPTION**

**Post: Class Teacher** (with QTS),

**Beckmead Moundwood Academy**

**Salary: Teachers' Main Pay Scale/Upper Pay Scale Essex Fringe**

**Responsible to: Headteacher / Deputy Headteacher**

**Responsible for: Teaching Assistants**

### **Role Purpose:**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and school policies.

To teach pupils within the whole school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

This will include:

- Liaising with the lead professional in their allocated subject area, maintaining professional knowledge and understanding of current initiatives
- Regularly attending training locally and nationally as appropriate, demonstrating excellent classroom practice which acts as an exemplar for others
- Contributing to the development of subjects across the school (including the

preparing and monitoring the development plan)

- Co-ordinating resources across the school
- Ensuring that all pupils are adequately prepared for external assessments and examinations
- Contributing to the annual reports to Governors on standards of attainment and results

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time.

This job description is to be performed in accordance with the provisions of the **School Teachers' Pay and Conditions Document** and within the range of teachers' duties set out in that document as relevant to the post holders' title and salary point. The post is otherwise subject to the conditions of service for school teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holders' individual contract of employment, copies of which are available on request.

### **Commitment to Diversity:**

As a member of the School Team to take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### **Key External Contacts:**

- Parents/carers
- Medical, therapy and other multi-agency services
- Educational advisers / consultants within the commissioning Authority

### **Key Internal Contacts:**

- Class teachers
- Teaching assistants
- School Leadership Team
- Administration Team
- Board of Governors/Beckmead Trustees

### **Financial Dimensions:**

The post holder may be responsible for maintaining the budget for their allocated area

### **Key Areas for Decision Making:**

- sharing / reporting concerns regarding pupils physical or emotional needs
- monitoring pupil progress and raising concerns regarding achievement
- managing staff
- problem solving for individual pupils
- Supporting strategies for pupils and / or staff
- Analysing and summarising significant information to communicate to others

### **Other Considerations:**

Whilst there are some challenging students in mainstream schools, the environment in an alternative provision is, at times, far more intense and continuously presents a variety of challenging situations for staff at all levels.

This post is subject to an enhanced DBS check and satisfactory health clearance

### **Core Duties:**

Carry out the core duties of a Teacher at The Beckmead Trust including the

co-ordination of a primary / secondary age class and/or a curriculum subject area and the management of teaching assistants

### **Additional Duties:**

- Use pupil data to co-ordinate strategies to improve attainment for individuals and year groups
  - Use evaluation of curriculum developments to ensure all pupils are accessing relevant and engaging learning opportunities
  - Liaising with staff from the schools' multi-agency team as appropriate
  - Co-ordinate, review and develop the curriculum plans for a secondary class or their allocated subject area across the school
  - Use data about pupil attainment across the curriculum to inform decisions about intervention programmes for individual pupils within their secondary class or allocated subject area
  - Co-ordinate the moderation of assessments for your class group or allocated subject area across the school in consultation with the Head Teacher
  - Prepare and monitor a development plan for their allocated subject area across the school.
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- Comply with and assisting with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
  - Establish constructive relationships and communicating with other agencies/professionals, to support achievement and progress of pupils
  - Deliver out of school learning activities within guidelines established by the school
  - Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
    - Contribute to the whole school development plan, taking responsibility for agreed areas
    - Manage the budget for their curriculum area / classroom as designated

### **Confidentiality:**

There is an expectation to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the School's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Equalities**

Our Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. We expect all employees to understand, comply with and to promote our policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

## **Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## **To contribute as an effective and collaborative member of the School Team**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Participating in PRICE physical intervention training and its practical application.
- Championing the professional integrity of The Beckmead Trust
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## **Data Protection**

- Awareness of the School's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this and GDPR May 2018.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

# **PERSON SPECIFICATION**

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**Salary: Teachers' Main Pay Scale/Upper Pay Scale**

**Essex Fringe**

**Responsible To: Headteacher/ Deputy Headteacher**

**Responsible for: Teaching Assistants**

## **Qualifications**

DFE recognised Qualified Teacher Status (and preferably 2+ years of teaching experience). Evidence of further professional study /training relating to the education of children with Special Education Needs

## **Knowledge**

- Knowledge of assessment and teaching strategies appropriate to children who will have social, emotional and/or mental health needs.
- Knowledge of the current legislative framework within which teachers operate, including the SEN Code of Practice, Curriculum 2000 and the Literacy and Numeracy Strategies.
- Knowledge and understanding of the Secondary curriculum.
- Knowledge and understanding of SEMH issues, including the emotional and physical challenges presented by regular involvement in physical intervention.

## **Aptitude**

- The ability to relate to and empathise with children who may have complex

and severe emotional social and behavioural difficulties.

**Skills** ● Effective group management skills of children with severe emotional and behavioural difficulties

- Ability to plan and teach to meet the individual needs of the children.
- An ability to empathise with the children and to provide a structure that facilitates emotional social and behavioural development.

**Personal Qualities**

- Sensitivity to and concern for the needs of children and their families.
- Ability to establish and sustain good relationships with both children and adults.
- Commitment to work as a supportive member of a team within LA guidelines.
- Capacity to take responsibility and work relatively independently in relation to their class.
- Insight into the emotional social and behavioural development of the children who attend a special school
- Resilient and adaptive in the face of challenging situations
- The ability to be reflective of their own practice

**Special conditions:**

- Enhanced DBS check

- Satisfactory health clearance
- The resilience and emotional intelligence to thrive with above average exposure to pupils with traumatic conditions, or who have difficult and demanding behavioural problems. Post holder can be at risk of physical injury and needs to remain vigilant and observe risk assessment protocol
- Close contact with pupils may result in some exposure to bodily fluids.
- Members of staff must take part in the behavioural and physical intervention training that it is offered by the school - this is currently the PRICE method.