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| **Job Title:** | General Teacher, Hayle Academy |
|  | Pay Range: M3 (£29,664) or  UTS 1-5, £18,169 - £26,621 depending on experience |
| **Responsible to:** | Head of School |
| **Direct Supervisory Responsibility for:** | None |
| **Important Functional Relationships: Internal/External** | School staff/cover administrator /HoF/ students/teaching support staff, SENDCo, Head of School and senior leaders |

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| **Main Purpose of Job:** |
| To facilitate effective learning in a range of classes and subjects in response to short and medium term teacher absence. To use a wide variety of teaching strategies, aligned with school policies, to inspire students to engage in learning and make good progress. To manage student behaviour effectively, in line with school policy. To consistently implement school policies for student welfare, safeguarding, teaching and learning. |

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| **Main Duties and Responsibilities:** |
| * To teach lessons across the range of subjects and to students of all ages within the school in response to teacher absence. This includes providing and clarifying instructions for students, providing explanations of curriculum content and concepts and providing individual and small group support within the lessons. * To attend meetings, briefings as appropriate, ensuring that knowledge of school systems and procedures remains up to date and that these are consistently implemented. * To liaise with subject leads with regards to the curriculum requirements, lesson planning, resources, marking and assessment of lessons. Where required and appropriate, to plan lessons from the curriculum plan, ensuring all students can access the lesson and make progress * To establish and maintain positive and professional relationships with colleagues to support effective communication and lesson delivery which meets the needs of students and the curriculum * To build and maintain positive relationships with students, treating all individuals with respect and consideration, in line with school policies. To encourage and support the school’s ethos of inclusion. * To provide effective feedback to teachers, subject leaders and senior leaders on the progress made by students and completion of work, and to raise any concerns in a timely and professional manner, in line with school procedures. * Act as a tutor, implementing school approaches and standards for the effective use of tutor time, in response to teacher absence. * Contribute to the wider life of the school by acting as a mentor, role model, and through active participation in school events, extracurricular provision and training. * Ensure registers are completed accurately and in line with school procedures in all lessons (including tutor time), and in a timely manner. * Ensure that classrooms environments are tidy, well organised and that all teaching materials and resources are managed and accounted for, and stored securely. * To manage student behaviour effectively, upholding the school standards and implementing the schools behaviour policy consistently. In doing so, to ensure that lessons are calm and orderly, and that students engage positively with each other and with the lesson. * To be responsible for keeping and maintaining appropriate records, and undertaking administrative tasks, as required by the role. * To pro-actively identify and seek further training and professional development, actively participating in school based training. * To maintain confidentiality of information acquired during the course of undertaking duties within the school. |

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| **General/Other:** |
| * To ensure that students needs are prioritised and to have a clear sight of how this role impacts on the academy’s and the Trust’s students at all times; * To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance; * To be aware of and adhere to all Trust and academy policies and procedures; * To be responsible for your own continuing self-development and attend meetings as appropriate; * To undertake other duties appropriate to the post as required. |

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** | **Recruiting method** |
| **Education and Training** | Level 2 qualifications in English and Maths  Evidence of relevant continuing professional development. | NVQ/ HLTA/ Level 3 qualifications  Degree level qualifications in a national curriculum subject  Qualified Teacher Status.  Degree/ Masters level qualification in education or a related field.  First aid training | Application |
| **Skills and Experience** | An effective classroom practitioner.  Up to date IT skills including use of email, excel, word and Sims database (or equivalent) in a work setting  Good communication and listening skills.  Knowledge of specific national curriculum subjects  Behaviour management skills  Experience of working with children | Experience of working with children in an educational setting.  Experience of providing specialist support to children | Application/Interview/Assessment |
| **Specialist Knowledge and Skills** | Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.  Demonstrates an awareness, understanding and commitment to equal opportunities. | Understanding of curriculum across a range of subjects and qualifications and across primary, secondary and post 16 education.  Practical skills related to lesson planning, assessment, resource management  Awareness of SEN Code of Practice and guidance on meeting SEN  Coaching and mentoring skills. | Application/Interview/Assessment |
| **Behaviours and Values** | Self-motivated and able to work constructively as part of a team  Ability to relate well to adults and children  Understanding of the principles of child development and learning  Ability to work to deadlines and methodical approach to work  Well organised |  | Application/Interview/Assessment |
| **Special Conditions related to the post** | | | |
| * Able to work in other TPAT secondary schools within reasonable travel distance   ***The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*** | | | |