

Orchardside School (Pupil Referral Unit)

Job title:	Teacher
Salary Range:	MPS / UPS
Job purpose:	<p>To plan and teach high quality, stimulating and engaging lessons in at least one subject area and across both key stages at Orchardside School</p> <p>To prepare students for examinations and ensure all assessments have been carried out within the time scale identified by the exam board or set by Orchardside School.</p> <p>Provide a positive, approachable and visual presence in and around the school to provide support for other staff, students and parents.</p> <p>Work with the Senior Leadership Team (SLT) to assist in the development of policy, practice and targets for the subjects taught.</p>
Responsible to:	Assistant Headteacher

Key Responsibilities classroom teacher

Teaching

- To plan, prepare and teach high quality, stimulating and engaging lessons, with differentiated learning tasks where appropriate, to meet the needs of all students in the class.
- To contribute to the preparation, evaluation and monitoring of schemes of work as directed by SLT.
- To keep abreast of changes in your subject area and to contribute ideas of how these may be implemented at Orchardside School.
- To review the curriculum, offer to best suit the needs of the cohort.
- To assess student work and provide quality feedback to students in accordance with Orchardside marking policy.
- To assess accurately and record and report on assessments undertaken by students and to provide assessment data and formal reports at appropriate times.
- To effectively use data to assess students against targets and plan appropriate interventions.
- To provide whole class or one-to-one teaching dependent on the needs and numbers of pupils at Orchardside School at any one time.
- To prepare and assess pupils for public examinations. To record and report assessments and, in consultation with the Examinations Officer, ensure arrangements are in place for pupil attendance and supervision at the examinations.
- To always maintain positive and supportive relationships with students to promote positive behaviour for learning at Orchardside School.
- To provide a well organised, secure and stimulating classroom environment. Regularly maintain and update classroom displays.
- To safeguard the health and safety of all students, staff and visitors when they are on school premises and when they are engaged in off-site school activities.

- To provide cover for absent colleagues if required.
- To ensure that homework is undertaken as and when appropriate.

Pastoral

- Play an active role as a form tutor in the close involvement of parents/carers.
- To deliver RSHE, numeracy and literacy in tutor time as required.
- Participate in any strategies and interventions recommended for students who have additional needs.
- Maintain and develop personal expertise in appropriate strategies to support students with additional needs.
- Raise any safeguarding concerns with the Safeguarding Lead for Orchardside School, or any member of the Safeguarding Team, according to the Safeguarding Policy.

Professional

At all times work to the standards detailed in the Department for Education (DfE) guidance: Teachers Standards: Part one: Teaching and Part two: Personal and Professional conduct. All staff has a responsibility to:

- Uphold outstanding professional standards, including attendance, punctuality and dress code, as identified in the Code of Conduct for Orchardside School, at all times.
- Promote and maintain equality and respect for others in all aspects of school life.
- Be an exceptional, positive role model in all respects.
- Respond positively to any request by the SLT to undertake tasks or responsibilities that may not be referenced within this job description but are reasonable and are compatible with the role of a professional teacher and the DfE Teaching Standards.
- Review own practice, set targets and take responsibility for professional development in line with Teachers Standards.
- To participate in CPD, share learning with colleagues and incorporate into your teaching.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Orchardside School in relation to the post holders professional responsibilities and duties including the provision of high quality teaching and learning across the school and the pastoral care of all pupils.