

Instructor/Teacher

Job Description and Person Specification

PURPOSE OF THE POST

- To promote the aims and objectives of the school as laid down by the trust.
- To promote the development of the trust's Equal Opportunities Policy throughout all aspects of school life.
- To deliver appropriate courses and accreditation to meet a range of needs.
- To provide excellent learning opportunities for all pupils.

DUTIES AND RESPONSIBILITIES

- Register classes taught at the commencement of the day.
- Plan and prepare courses and lessons for a range of subjects, appropriate to each class assigned in written form.
- Teach, according to educational needs, classes assigned to and record teaching activity in the approved format.
- Maintain classroom discipline and a safe working environment for pupils, observing all school guidelines with regard to the welfare, health and safety of pupils.
- Implement the process of assessment, recording and reporting on the development, progress and attainments of pupils taught.
- Maintain an up-to-date professional knowledge of developments within a range of subjects, reviewing from time to time methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development as a teacher.
- Attend all appropriate professional meetings as defined by the school's Directed Time.
- Provide work for classes affected by your absence when this is by prior arrangement.
- Co-operate and participate with the Head of Department in Departmental administration, activities and management.
- Maintain a stimulating work environment, principally through display material.
- Implement, in a professional manner, agreed school Curriculum and Departmental policies.

Classroom Responsibilities

- Ensure that pupils are appropriately and fully assessed in line with the school assessment policies.
- Ensure that suitable and appropriate individual programmes, group programmes and class programmes of work are prepared, implemented and evaluated in accordance with school policies and the Trustees' Curriculum Statement.
- Ensure that pupils' record of progress is maintained in accordance with the school record keeping policies.
- Be responsible for the associated work of any non-teaching staff.
- Ensure that necessary resource material is available, coordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
- Ensure that all classroom stock is properly maintained and accommodated as securely as possible.
- Maintain and control records of classroom stock.
- Produce suitable classroom and corridor displays of work.
- Promote parental and if appropriate, community interest in classroom work.

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- Liaise with teaching and non-teaching staff and concerned professionals with regard to the education of pupils at the school.
- Liaise with other staff members with regard to the effective and smooth transition of pupils between classes.
- Contribute to the Annual Review and Statement process and to case conferences as necessary.
- Work with class teaching assistants ensuring that they are appropriately directed and managed in accordance with the policies and procedures of the school.
- To be an effective Pastoral Form Teacher and communicate with families to develop pupil wellbeing.
- Use Team Teach de-escalation strategies in a highly effective manner.
- Use Team Teach positive handling appropriately in line with training.

CORE RESPONSIBILITIES AND DUTIES

- Ensure that you understand and comply with the trust Health and Safety policy by following the relevant procedures that are in place.
- Read, uphold, and promote the safety and wellbeing of students as set out in the trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the trust Employee Code of Conduct.
- Please note that the job description provided is not an exhaustive list of all responsibilities and duties associated with this position.

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Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none">• Graduate; Qualified Teacher Status (for Teacher applicants).• Willingness to learn and commitment to professional development.• Successful teaching of SEND pupils and be able to demonstrate impact.• Positive relationships with pupils’ parents.• Ability to provide excellent opportunities to young people with learning disabilities and physical disabilities or have the dedication and disposition to train to do this.• 		<ul style="list-style-type: none">• Additional qualification / professional development in Special Educational Needs.
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
ESSENTIAL		
<ul style="list-style-type: none">• Effective classroom practitioner with the ability to teach outstanding lessons.• Knowledge and understanding of specialist strategies for working with SEND.• Ability to evaluate and develop practice from evidence of pupil learning.• Able to provide for pupils’ different learning styles.• 		
CRITERIA		Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:
ESSENTIAL		
<ul style="list-style-type: none">• A reliable attendance record.• Demonstrable commitment to SEND work.• Ability to manage other team members in the classroom.• A team player.• Approachable and sensitive to the needs of others.• A willingness to work positively with challenging behaviour.• A demonstrable commitment to equal opportunities.		