

THE HELIX EDUCATION CENTRE

Job Description & Person Specification

POSITION:	Primary Teacher
GRADE:	MPR/UPR + SEN Minimum + Termly Travel
RESPONSIBLE TO:	The Headteacher
Directorate:	Children's Services
Section:	The Helix Education Centre
Location:	94 Uxbridge Road, Harrow, HA3 6DH
Date:	November 2024

PURPOSE OF THE POST

The purpose of the post is to achieve the highest possible standards and outcomes for the students in the Pupil Referral Unit. The post holder will ensure a cohesive and personalised programme of learning activities for the students. This will include development of primary subjects across the curriculum and implementing opportunities for a broad range of accreditation for the subjects. The postholder will support The Helix Education Centre in creating a lasting improvement in the quality of education provision and the management of teaching and learning through the provision of high quality professional services, which meet the changing expectations of the centre.

REQUIREMENTS OF THE POST

The postholder is required to carry out the duties of a teacher as set out in the Schoolteacher's Pay and Conditions and such specific duties that form part of this job description.

Teachers are responsible to the Head Teacher for supporting the general good order and discipline of the Centre, and the implementation of all policies. All staff are expected to have a clear understanding of the aims, objectives and ethos of the Centre and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the Centre be seen as inter-related.

Specific roles/responsibilities of the post:

1. To teach all subjects across the primary age and ability range, with reference to the National Curriculum and programmes of study.
2. To take responsibility for tracking student progress in the subject areas and for collecting and monitoring data to support teaching and learning.
3. To deliver and facilitate dynamic, creative and active lessons
4. All staff to have a teaching commitment that will involve the following:
 - planning and recording of lessons.
 - maintenance of student and class records.
 - completion of students' subject reports and profiles.
 - assessment, monitoring and evaluation in line with the PRU policy.
 - setting of student targets.

- tracking student progress in subject area.
 - setting and marking of regular homework.
 - promoting behaviour for learning in line with the PRU policy for behaviour.
 - Conduct initial diagnostic, formative and summative assessments
5. To identify learning objectives across the curriculum and support the development of policies as appropriate.
 6. To identify resources required to sustain and embed high quality subject delivery.
 7. To regularly monitor, review and evaluate the delivery of primary subjects at Centre.
 8. To plan differentiated/adapted interventions for pupils with the Education Support Workers (TA's).
 9. To deliver a broad and balanced curriculum offer.
 10. To take an active role in encouraging good attendance of students.
 11. To identify the individual learning needs of students, including those with behaviour, social and/or emotional difficulties.
 12. To monitor and review the progress of individual students and groups of students.
 13. To be able to conduct SATS tests
 14. To prepare school reports in line with statutory requirements for reporting to parents/carers including attendance at Target Setting and Review Days.
 15. To be able to teach a phonics programme and literacy and reading
 16. To work with colleagues to develop and implement students' Individual Education Plans or Personal Learning Plans, including the arrangements for reintegration to school or for transition to other suitable provision, education, mainstream or Special Schools as appropriate.
 17. To keep abreast of developments in all relevant aspects of the curriculum.
 18. To participate in the development of The Helix - PRU policies, the development plan and Ofsted action plans.
 19. To communicate when needed with the management committee / governing body, parents, SLT, local authority officers and outside agencies.
 20. To attend team and service meetings and participate in activities that support SLT in the maintenance of discipline and ethos.
 21. To assist and support other members of staff with directed duties throughout the day and to ensure the smooth running of the PRU, including involvement in off-site activities.

Duties and responsibilities

- To carry out the duties and responsibilities of the post, in accordance with The Helix Education Centre's Health and Safety Policy and relevant Health and Safety guidance and legislation
- To promote the safeguarding of children
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To participate in the teacher appraisal system, and undertake training and professional development as appropriate
- To undertake other duties appropriate to the post that may reasonably be required by the senior leadership team on any of the Centre sites

In addition, colleagues on the Upper Pay Spine

A UPS teacher must be **highly competent** and make a **substantial and sustained contribution** to the wider life of the school, as shown below. This will be reviewed during the appraisal process.

1. Be a role model for teaching and learning.
2. Make a distinctive contribution to the raising of pupil standards.

3. Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and achievement.
4. Undertake action research or policy development which enhances practice or outcomes in the school through membership of school teams and meetings.
5. Provide coaching and mentoring to other teachers, and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
6. Deliver high quality CPD sessions/training.
7. Undertake lesson observations and provide feedback and appropriate follow up support.
8. Engage in work scrutiny.
9. Participate in regular and frequent commitment to cross-curricular or extra-curricular activities.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with the Centre's commitment to high quality service provision.
- To ensure that the Centre policies and customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the Centre's Equal Opportunities policy.

Flexibility

The job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any reasonable tasks, as requested by the Headteacher, Deputy Headteacher or the School Business Manager.

Variation

It is the school's practice to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes to reflect or anticipate changes of the school needs. This procedure will be conducted by the Headteacher, in consultation with the post holder.

PERSON SPECIFICATION

POSITION: Primary Teacher

GRADE: MPR/UPR + SEN Min + Termly Travel

Ranking Order	Professional Attributes	Essential	Desirable	Method of Assessment A/I
1	Qualified teacher status	✓		A
1	Evidence of continuing professional development	✓		A/I
1	Successful teaching of primary subjects, including evidence of involvement in the raising of achievement of challenging students.	✓		A/I
2	Evidence of current DfE views about future expectations and responsibilities of PRUs, and APs.		✓	A/I
2	Experience of developing and delivering programmes related to subject area designated in JD	✓		A/I
1	An understanding of methods and good practice in reviewing and evaluating teaching & learning	✓		A
1	Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within a school or PRU	✓		A/I
Ranking Order	SKILLS, KNOWLEDGE AND ABILITIES	Essential	Desirable	Method of Assessment A/I
1	Knowledge of the National Curriculum, including Programmes of Study, Schemes of work and National Strategies related to the Primary Curriculum	✓		A
1	Excellent behaviour management skills based on a firm but empathetic approach with students.	✓		A/I
2	An understanding of, the implementation or Inclusion in Education.		✓	A
1	Ability to build effective working relationships with a range of partners and stakeholders.	✓		A/I
1	Strong interpersonal skills and an ability to communicate clearly both orally and in writing	✓		A/I
1	Capacity to work under pressure and to meet deadlines	✓		A/I
1	Capacity to work flexibly and to adapt to the changing needs of a PRU	✓		I
1	Ability to work with pupils with ASD, ADHD, SEND, ODD, etc.	✓		A/I
1	Excellent attendance and punctuality	✓		A/I