

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 2021

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.

MAIN DUTIES

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 a specified subject area and for collecting and monitoring data to support teaching and learning.
3. To deliver and facilitate dynamic, creative and active lessons

4. All staff 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.
 - to work at offsite provisions if required.
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 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 prepare school reports in line with statutory requirements for reporting to parents/carers including attendance at Target Setting and Review Days.
14. 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, employment or training as appropriate.
15. To keep abreast of developments in all relevant aspects of the curriculum and identify examination pathways where appropriate.
16. To participate in the development of The Helix - PRU policies, the development plan and Ofsted action plans.
17. To communicate when needed with the management committee / governing body, parents, SLT, local authority officers and outside agencies.
18. To attend team and service meetings and participate in activities that support SLT in the maintenance of discipline and ethos.

19. 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.

PERSONAL 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

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.

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

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 clear view about future developments of area of responsibility in a PRU, AP or School		✓	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 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 national developments in the area of social inclusion		✓	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	Excellent attendance and punctuality	✓		A/I