



T.E.A.M EDUCATION TRUST STUBBIN WOOD SCHOOL & NURSERY

JOB DESCRIPTION:

Contract: Permanent
Hours: Full time
Pay Scale: L15-L19
Responsible to: Associate Principal

Key Responsibilities

Primary experience, pastoral support, including student mental health intervention techniques and engaging with relevant services. Lead area for Humanities (Geography, History and Religious Education). Potential opportunities within TEAM Education Trust if appropriate.

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.

Core Requirements of the post.

- Undertake the normal responsibilities of the class teacher.
- Be a member of the senior leadership team and make a significant contribution to the strategic development and direction of the school in line with the School Improvement Plan.
- Assisting the Associate Principal in managing the school.
- Support and represent the Associate Principal at meetings as and when required.
- Undertake the professional duties of the Associate Principal during her absence.
- Undertake such duties as are delegated by the Executive Principal and Associate Principal
- Play a major role under the overall direction of the Associate Principal in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Managing staff and resources, to provide guidance and support to other members of staff to achieve and maintain a good quality of teaching.
 - Monitoring progress towards their achievement.

The role of the successful applicant will encompass the following areas however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement the Senior Leadership Team overall.

The internal organisation, management, and control of the school

To have specific responsibilities (e.g. for aspects of school management or the curriculum) to be agreed upon appointment.

To contribute to:

- Maintaining and developing the ethos, values, and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- A development plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school
- Implementing the Authority's and the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability, and special needs
- The efficient organisation, management, and supervision of school routines

Curriculum Development

To contribute to:

- The development, organisation, and implementation of the school's curriculum
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- Promoting positive mental health and wellbeing for students across school, signposting to and engaging with relevant interventions to increase positive mental health outcomes.
- The promotion of extra-curricular activities in accordance with the educational aims of the school

Pupil Care

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care, wellbeing and guidance
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

The Management of Staff

- To participate in the selection and deployment of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- To contribute to staff development policies in relation to:
 - The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needs
 - Students under training/work experience
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- To maintain good relationships with individuals, groups and staff unions and associations.

The Management of Resources

- To contribute to the formulation of the school's policies and procedures concerning resource management
- To allocate, control and account for those financial and material resources of the school which are delegated by the Executive Principal and Associate Principal.
- To promote an attractive environment which stimulates learning and enhances the appearance of the school.
- To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted to the school and the Authority.
- To devise and monitor school timetables

Relationships

- To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- To assist liaison and co-operation with Authority officers and support services.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist liaison with other professional bodies, agencies and services.
- To develop and maintain positive links and relationships with the community, local organisations and employers:
 - To promote a positive image of the school

- To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

Accountability

- To provide information, advice and support to the Associate Principal and Central Trust/ Governing Body to enable them to meet their responsibilities for securing:
- Effective teaching and learning
- High standards of achievement
- Efficiency and good value for money
- To co-ordinate and ensure implementation of transition for new pupils into school and throughout the school.

Other

- To understand and comply with the County Council's Equal Opportunities Policy.
- To comply with the school's Finance Policy and ensure Financial Regulations are adhered to.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policy adopted by the school
- To undertake training as appropriate
- To comply with all Health and Safety policies and legislation and specifically to take reasonable care of him or herself and other persons who may be affected by their acts of omissions at work (Health & Safety Act 1974) and, other relevant employment legislation and school policies.
- Comply with Equal Opportunities policy of the school.
- To maintain General Data Protection Regulations and confidentiality at all times.
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.
- Attend and participate in school based INSET as required by the Associate Principal and such training as may be appropriate for the effective fulfilment of the post.
- Demonstrate initiative and the capacity to work independently and to self-directed schedules.
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

Whole School Ethos

- Establish a safe and purposeful learning environment
- Initiate, contribute to, or respond in a timely manner with respect to child safeguarding procedures
- Provide advice and guidance to others on the development of practices leading to the well being of pupils
- Support and encourage support staff participation through effective deployment and consultation

- Make effective use of all resources, including ICT and personnel
- Contributes towards the School's Vision and Values, particularly promoting the careers, enterprise and developing positive outcomes for all our learners
- Understands and works to the expectations set out within the Trust/school policies.
- Use the performance management process to drive school improvement through the raising of standards of teaching and learning
- Promote the wider aspirations of the school

Safeguarding and Child Protection

- Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people
- Displays commitment to the protection and safeguarding of young people
- Values and respects the views and needs of young people
- Is willing to work within organisational procedures and processes and to meet required standards for the role
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children