

# JOB DESCRIPTION

## TEACHER (QTS)

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This job description is subject to regular periodic review and may be changed, through consultation, in accordance with the development needs of PHOENIXPLACE and/or the post-holder.

<b>Post:</b>	<b>Teacher (of English)</b>
<b>Salary:</b>	<b>PP - Independent Salary Scale (Dependent on qualifications and experience)</b> <b>Grade 7-9 (MST £29,414 - £40,489)</b>
<b>Reporting to:</b>	Assistant Head teacher
<b>Contract type/hours:</b>	Full Time/Permanent (37.5 hrs pw)
<b>Line Management of:</b>	TBC

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### School Context

We are a specialist school that supports young girls with various needs eg SEN, mental health. Candidates understand that the role can be challenging on a day to day basis, dealing with complex emotional and behavioural needs of our students. It is essential that candidates applying for this role have some experience of applying de-escalation strategies and where needed positive handling/restraint techniques. However, the school will provide ongoing training.

**Safeguarding:** PhoenixPlace is committed to safeguarding and protecting the children and young people that we work with. We have a strong safeguarding culture and expect applicants to continually develop their practice in this area. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. Professional references will be sought prior to commencement of this post.

### Main Purpose

#### *The teacher will*

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### Duties and Responsibilities:

Qualified teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

### Teaching

- High quality teaching
- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Have a proven record of good/outstanding teaching practice in English (up to GCSE) and/or another subject
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)

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- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate

### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and cooperate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Work with others on curriculum and student development to secure co-ordinated outcomes
- To be responsible for devising and evaluating relevant Subject/Development Plans/SEFs
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- To complete any other task as directed by the Head Teacher

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils

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- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

### **Additional responsibilities**

- TBC - based on school needs

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the school's Appraisal Policy

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager or Headteacher*

### **Safeguarding**

The postholder will be committed to the safeguarding and promotion of the welfare of children and young people.

Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person/s.

### **Confidentiality**

You should work within the rules of the Data Protection Act 2018 and adherence to GDPR when handling personal information.

Private and personal information about all students and any person working for the school, in whatever capacity, should remain confidential and available only to those with a clear 'need to know'. You must not discuss school business, students or colleagues in public places or with others outside work.

The post holder must read and sign that they have read and understand the schools following documentation

- Confidentiality Policy
- Staff Code of Conduct
- Safeguarding Policy
- Keeping Children Safe in Education
- Management of Behaviour Policy

*(changes to any of these policies including any updated addendums, will be communicated to staff as they arise. Staff must read confirm their understanding of these updates as directed by the Head)*

### **Professional development**

- Take part in the school's JPR/appraisal procedures

## **Person specification**

Teacher

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### Criteria

#### Qualifications and Training

- Qualified Teacher Status (QTS) - *Desirable*
- Educated to degree level (or relevant qualification for post)
- Commitment to continued professional development.

#### Experience

- Strong successful teaching experience
- Experience of working/meeting with professionals/outside agencies with regards to provision and outcomes
- Experience of working with students who are vulnerable, with behavioral, emotional and social difficulties
- Experience of working in partnership with parents/carers.
- Experience of conducting training/leading INSET - *Desirable*

#### Skills & knowledge

- Teaching skills delivered to an at least good standard
- High level of skills in planning and differentiating teaching and learning to suite diverse learning styles and needs
- Strong behaviour management skills
- Good subject knowledge & skills
- Excellent communication, written and verbal skills
- Good understanding of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and Inclusion
- An understanding of current developments in inclusive education.
- Good ICT skills, particularly using ICT to support learning

#### Personal qualities

- Empathy and understanding of students needs
- Philosophy focused on achieving high quality teaching and learning opportunities for every student.
- Commitment to inclusive practice.
- Have high expectations of self, students and staff and a commitment to raising standards of achievement and attainment
- Commitment to ensuring the safety and welfare of children
- Uphold and promote the ethos and values of the school
- Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Flexible, adaptable and self-motivated
- Able to develop effective relationships with staff, students, parents/carers and stakeholders
- A genuine concern for the happiness and welfare of both students and staff
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Resilience