

## BROOMHILL BANK SCHOOL

### JOB DESCRIPTION

**JOB TITLE:** Teacher of Primary based curriculum / SEN teacher

**REPORTING TO:** Head of School

**PRIMARY PLACE OF WORK:** Broomhill Bank School (West ) Site in Tunbridge Wells & Broomhill Bank School (North) Site in Hextable, Swanley

**SALARY RANGE:** As per Teachers' Terms and Conditions

**EFFECTIVE DATE OF JOB DESCRIPTION:** Reviewed Spring 2025-

**DIRECTED HOURS:** As per the school's 1265-hour document

<b>1</b>	<b>GENERAL DUTIES</b>
	The duties outlined in this job description are in addition to those covered by the latest <b><i>School Teachers' Pay and Conditions Document</i></b> , having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body. It may be modified by the Executive Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.
<b>2</b>	<b>LEARNING AND TEACHING</b>
2.1	Work within the Code of Practice relating to Special Educational Needs.
2.2	Facilitate outstanding learning, progress and attainment and progression
2.3	Use assessment information to set work at the right level so that it challenges each student individually throughout lessons.
2.4	Maximise opportunities for students to identify their own learning needs and to set and evaluate their own ongoing targets for improvement, to develop high quality independent learners.
2.5	Ensure the feedback to students' work provides them with sufficient guidance on how to improve their work.
2.6	Use the full range of core Communication and Interaction support strategies endorsed by the school to maximise learning.
2.7	Effectively direct teaching assistants and other staff supporting students so that they know exactly how to challenge and support all students they work with, including the most able.
2.8	Assess work within agreed time spans; keep records and report progress against set targets and submit information to key stakeholders, and school assessment systems.
2.9	Motivate, support and learn from colleagues to mutually enhance teaching repertoires, and develop innovative practice and to deliver units of work in a collaborative way.
2.10	Share expertise as appropriate to raise standards, within school and in other local learning environments.
<b>3</b>	<b>STANDARDS AND QUALITY ASSURANCE</b>
3.1	Uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by: <ul style="list-style-type: none"><li>• treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</li><li>• having regard for the need to safeguard students' well-being, in accordance with statutory provisions</li><li>• showing tolerance of and respect for the rights of others</li><li>• not undermining fundamental British values, including democracy, the rule of law, individual</li></ul>

	liberty and mutual respect, and tolerance of those with different faiths and beliefs <ul style="list-style-type: none"> <li>ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.</li> </ul>
3.2	Keep proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in attendance and punctuality.
3.3	Have an understanding of, and always act within, the statutory frameworks for teachers' professional duties and responsibilities.
3.4	Make a positive contribution to the wider life and ethos of the school; including attending special school events and performances.
3.5	Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
3.6	Develop links and collaborate with other key stakeholders
3.7	Take responsibility for improving own teaching and practice through appropriate professional development, responding to advice and feedback from colleagues, and using data and other information to self-evaluate.
3.8	Attend and contribute productively to wider leadership team and other school meetings.
3.9	Communicate effectively with parents with regard to students' learning and well-being.
<b>4</b>	<b>OTHER DUTIES AND RESPONSIBILITIES</b>
4.1	Share in the corporate responsibility for the well-being and discipline of all students.
4.2	Follow the school procedures for behaviour management.
4.3	General involvement in the efficient day-to-day running of the school.
4.4	Coach for teachers and/or teaching assistants.
4.5	Keyworker responsibilities.
4.6	Carry out any other duties as may reasonably be requested by the Executive Headteacher, Head of School or Governing Body.

*The governors and school community are committed to safeguarding and promoting the welfare of children and young people at our school.*

*Safeguarding legislation and government guidance states that safeguarding means:*

- Protecting children from maltreatment*
- Preventing impairment of children's health or development*
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care*
- Taking action to enable all children and young people to have the best outcome*

***Broomhill Bank School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge.***