 **BIRCHWOOD**

Job Description: Core Subjects Teacher (with additional duties as Assistant SENCo)

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| **School:** | **Birchwood** |
| **Grade:** | **In accordance with School Teachers Pay & Conditions**  **Main Pay Spine (to include Upper Pay Scale) as appropriate dependent on experience** |
| **Responsible to:** | **Head Teacher** |

**Purpose of the Job:**

To deliver the core subjects of Maths and other subjects to GCSE level.

To act as assistant SENCo, including writing and reviewing SEN plans.

To drive up standards in Teaching & Learning, raising levels of attainment and improve the rate of progress for pupils at Birchwood.

To compile data and use this to inform planning of lessons that are taught by you and others.

To provide teaching cover for other staff in their absence.

To support a holistic education by meeting the various needs of pupils including SEMH and behaviour needs enabling pupils to access their next steps effectively.

To have high aspirations of vulnerable children in education.

To take an active part in the Joint Practice Development process as part of developing teaching and learning across the school.

**Main duties and responsibilities:**

This post is subject to the current Conditions of Service for School Teachers in England and Wales and is in accordance with range of duties set out in that document relevant to the post holder’s title and salary grade

**Particular Responsibilities**

* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to pupil’s learning.
* To plan and prepare lessons in order to deliver the National Curriculum and other subjects ensuring breadth and balance in all subjects.
* To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
* To teach lessons that are judged to be at least typically good.
* To maintain good order and discipline among the pupils.
* To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
* To plan opportunities to develop the social, moral, emotional and cultural aspects of pupils’ learning.
* To maintain a regular system of monitoring, assessment, record-keeping and reporting of pupil’s progress.
* To ensure effective use of support staff within the classroom
* To ensure all groups of pupils attain, achieve and make appropriate rates of progress as determined by agreed targets.
* To participate in staff meetings..
* To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
* To cover in the absence of a colleague.
* If required, to be a mentor to a pupil or group of pupils and communicate regularly with parents.

**Generic Responsibilities**

* To ensure that Birchwood policies are reflected in daily practice.
* To liaise with outside agencies when appropriate.
* To support the Head Teacher in promoting the ethos of the service.
* To promote the welfare of pupils and to support the school in safeguarding pupils though relevant policies and procedures.
* To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
* To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Service Health and Safety policy and any service-specific procedures / rules that apply to this role.
* To role model professional standards, as detailed in The Service Charter and other teacher standards.
* To support, promote and positively publicise the service.
* To work collaboratively and supportively with all employees.

There may be other tasks that the Head Teacher designates.

**Purpose of the Job:**

In partnership with the Head Teacher to improve the quality of teaching and learning and raise standards of attainment and achievement.

**Key Duties and Responsibilities**

* To proactively 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.
* To support other Teachers to improve their practices and staff development by using staff meetings and twilight sessions as per the school diary.
* To support the SENCo by completing the SEN plans and reviews three times per year.
* To deputise for the SENCo in SEN meetings regarding pupils at Birchwood.
* To apply for EHCP’s as necessary including completing relevant paperwork and attend meetings during the process.
* To complete other SENCo tasks as and when required.
* To ensure all school trips are fully risk assessed and recorded as per the KCC policy.
* To plan, implement and monitor the effectiveness of programmes put into place for pupils who attract a pupil premium, including reporting to the SLT and Management Committee on outcomes.

**BIRCHWOOD**

Person Specification: Core Subjects Teacher (with additional duties as Assistant SENCo)

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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| **MINIMUM** | |
| **QUALIFICATIONS**  (if essential) | * Degree (or equivalent) * Qualified Teacher Status preferred. Unqualified teachers will be considered. * Evidence of engaging in recent personal professional development |
| **EXPERIENCE** | * A good or better classroom teacher. * Evidence of successful classroom management skills with challenging pupils. * Considerable positive contact with pupils and their families |
| **SKILLS AND ABILITIES** | * Excellent organisational skills and the ability to make critical self evaluation * Well developed interpersonal and communication skills * The ability to make sound decisions and to identify and solve problems through analysis and sound judgement * The ability to work independently and use initiative but still be a part of the team and follow whole service protocols and to foster that skill in others * The ability to engage reluctant pupils in the learning process * The ability to be flexible in directed tasks at short notice * Ability to travel to meet the requirements of the service |
| **KNOWLEDGE** | * A clear working knowledge of functional skills and GCSE Math specifications * Knowledge of a successful pedagogy for the core subjects and how to sequence the curriculum effectively * Understand of the current Ofsted framework |
| **BEHAVIOURS** | * To demonstrate empathy * To maintain confidentiality within working environment * Strong emotional intelligence and resilience * Ability to stand back and consider the wider view * Able to deal sensitively but firmly with people and resolve conflicts * A willingness to consider fresh approaches whilst maintaining what works well. * Respected by colleagues and pupils |