



# **The Greenwell Academy**

**Teacher**

**Job Description and Person  
Specification**

**June 2023**

## **Job Description**

<b>Post:</b>	Class Teacher (with QTS)
<b>Responsible to:</b>	Head Teacher
<b>Responsible for:</b>	Teaching Assistants
<b>School:</b>	The Greenwell Academy
<b>Type of school:</b>	SEN and Residential School
<b>Age range:</b>	KS2 - KS4
<b>Grade:</b>	Teachers' Main Pay Scale (fringe)
<b>Local Authority:</b>	Essex

### **Role Purpose:**

To carry out the duties of a class teacher as set out in the Department for Education Teachers' Standards.

Carry out such particular duties that form part of the STPC Document as the Head Teacher may reasonably direct from time to time.

This includes:

- Liaising with the Head of Primary and other members of SLT, maintaining professional knowledge and understanding of current initiatives
- Contributing to the development of the Primary Department (including the preparing and monitoring the development plan)
- Contributing to the annual reports to Governors on standards of attainment and results
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties as may be necessary from time to time

This job description is to be performed in accordance with the provisions of the School

Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document as relevant to the post holders' title and salary point. The post is otherwise subject to the conditions of service for school teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holders' individual contract of employment, copies of which are available on request.

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and school policies.

To teach pupils within the whole school and to carry out such other associated duties as are reasonably assigned by the Head of School /Executive Head Teacher.

### **Commitment to Diversity:**

As a member of the School Team to take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### **Key External Contacts:**

- Parents/carers
- Multi-agency services, such as Social Care, Child Development Centre and local schools
- Educational advisers / consultants within Croydon and other boroughs

### **Key Internal Contacts:**

- Class teachers
- Teaching assistants
- School Leadership Team
- DSL's
- Board of Governors

### **Key Areas for Decision Making:**

- When to share / report concerns regarding pupils physical or emotional needs
- Monitoring pupil progress and raising concerns regarding achievement
- Management of staff
- Problem solving for individual pupils
- Effective support strategies for pupils and / or staff
- Analysing and summarising significant information to communicate to others

### **Other Considerations:**

This post is subject to an enhanced DBS check.

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Teachers Pay and Conditions Document and within the range of duties set out in that document, so far as relevant to the post holders title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the "Burgundy Book") and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

### **Core Duties:**

Carry out the core duties of a Teacher at The Beckmead Trust, including the co-ordination of a Primary class and the management of teaching assistants

### **Additional Duties:**

- Use pupil data to co-ordinate strategies to improve attainment for individuals and year groups
- Use evaluation of curriculum developments to ensure all pupils are accessing relevant and engaging learning opportunities
- Co-ordinate, review and develop the curriculum plans for their Primary class
- Use data about pupil attainment across the curriculum to inform decisions about intervention programmes for individual pupils within their Primary class
- Co-ordinate the moderation of assessments for *their* class in consultation with the Head of Primary/Head Teacher
- Complying with and assisting with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Establishing constructive relationships and communicating with other agencies/professionals, to support achievement and progress of pupils
- Delivering out of school learning activities within guidelines established by the school
- Contribute to the whole school development plan, taking responsibility for agreed areas
- Manage the budget for their curriculum area / classroom

### **Confidentiality:**

An expectation to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the School's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Equalities**

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any

appropriate training and to challenge racism, prejudice and discrimination.

## **Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

## **To contribute as an effective and collaborative member of the School Team**

- Participating in training to be able to demonstrate competence
- Participating in first aid training as required
- Participating in PRICE physical intervention training and its practical application.
- Actively sharing feedback on School policies and interventions

## **Data Protection**

- Awareness of the School's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this and GDPR May 2018
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements

# **Person Specification**

**Post:** Class Teachers (with QTS)

## **Qualifications**

- DFE recognised Qualified Teacher Status (and preferably 5 years of teaching experience). Evidence of further professional study /training relating to the education of children with Special Education Needs

## **Knowledge**

- Knowledge of the current legislative framework within which teachers operate, including the SEN Code of Practice
- Knowledge and understanding of Primary curriculum (knowledge of both KS1 and KS2 preferred, including phonics and early maths)
- Knowledge and understanding of SEMH issues, including but not limited to ADHD, ASD, trauma and adverse childhood experiences

## **Skills**

- Effective group management skills of children with severe emotional, social and behavioural difficulties
- Ability to plan and teach to meet the individual needs of the children
- An ability to empathise with the children and to provide a structure that facilitates emotional social and behavioural development
- Experience of working with challenging behaviour and good de-escalation skills
- Excellent organisational skills

## **Personal Qualities**

- Sensitivity to and concern for the needs of children and their families
- Experience working with pupils with SEMH/SEN in a school or alternative provision would be beneficial
- Have good subject knowledge and the ability to differentiate work according to each child's individual needs
- Be resilient, show enthusiasm and commitment
- A good communicator who can work closely with colleagues
- Be responsible for the planning, delivery and monitoring of learning for your pupils
- Able to work using own initiative

## **Special conditions:**

- Enhanced DBS check