

Role title: Teacher

Reporting to: Headteacher

### **Role outline and accountabilities**

Lead and coordinate the delivery of a subject or subjects across the school, including promoting and engaging with students in your subject area/s and working with the team of teaching staff and support staff. You will assist across all aspects of the curriculum to promote a healthy and supportive working environment and help us achieve the highest of standards and continue to deliver the best for our students.

### **Responsibilities**

#### *Teaching*

- Have accountability for leading, managing and developing the curriculum across your subject area/s in a caring, supportive, purposeful and stimulating environment. Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- Responsible for attainment and progress in your subject area/s for all students in line with individual needs and agreed targets.
- Plan and prepare lessons in order to deliver the National Curriculum, and other accredited areas, ensuring effective breadth and balance that are judged good.
- Maintain good order and discipline among the students, keeping them safe and safeguarding their health and safety.
- Organise and manage groups or individual students, ensuring differentiation of learning needs, reflecting all abilities.
- Plan opportunities to develop the social, moral, emotional and cultural aspects of students' learning.
- Develop and maintain a regular system of monitoring, assessment, record keeping and reporting of student's progress.
- Manage the use of support staff within the classroom.
- Ensure students attain, achieve and make appropriate rates of progress as determined by agreed targets.
- To participate in staff meetings as required.
- To communicate and consult with parents over all aspects of their child's education – academic, social and emotional.
- To cover in the absence of a colleague.
- If required, to be a mentor to a student or group of students and communicate regularly with parents.
- To partake in the quality assurance of the school and promote without prejudice the agreed policies of the school.
- Communicating an exciting and stimulating shared vision, which fits within the overall Pivot strategy, and inspires and motivates students, staff and all other members of the school community
- Ensure that all statutory requirements as defined by Ofsted/ DFE, and other external bodies are actioned.
- Embed a culture of positivity and motivation
- To treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
- To undertake other roles or responsibilities as determined by your line manager.

#### **Administration**

- To maintain individual student records as necessary and ensure that they are kept up to date.
- To monitor student behaviour, attendance and achievement using the Behaviour Log and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.

- To monitor incidents where students require positive handling and ensure appropriate recording and reporting takes place in accordance with school policies.
- Plan revision sessions, prepare students for examinations, and secure appropriate access arrangements by liaising with the SENCo.
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our pupils, your colleagues and your own mental health.

## Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>Teaching degree or PGCE</li> <li>Experience teaching across an age group</li> <li>Experience teaching SEMH/ASC learners</li> <li>Evidence of being able to build and sustain effective working relationships with young people, staff, parents/carers and the community</li> </ul>	
Knowledge and understanding	<ul style="list-style-type: none"> <li>Knowledge of National Curriculum</li> <li>Knowledge of positive relationship building</li> <li>Ability to deliver a differentiated curriculum to learners</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Arbor and other education databases</li> <li>Understanding current educational issues and initiatives</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>Excellent administration skills</li> <li>Good IT skills</li> <li>An ability to keep accurate and up to date records</li> <li>Good behaviour management skills</li> <li>Ability to work under pressure and meet deadlines</li> <li>Superb organisation skills and the ability to prioritise independently</li> <li>Good communicator both verbally and in writing to a variety of audiences</li> <li>Able to handle confidential and highly sensitive information</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Reliability and integrity</li> <li>Adaptability to changing circumstances / new ideas</li> <li>Commitment to the safeguarding of our students</li> <li>A commitment to inclusive education</li> <li>Resilience and perspective</li> <li>Empathy and respect towards others</li> <li>Willing to work flexibly to support students</li> </ul>	<ul style="list-style-type: none"> <li>Determination to succeed and the highest possible expectations of self and others</li> </ul>