



## JOB DESCRIPTION – KS2 Teacher

<b>Person Specification:</b>			
The Elizabethan Academy is committed to safeguarding and promoting the welfare of children and young people and expects all of its staff and volunteers to share in this commitment			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Qualifications	PGCE/QTS/HLTA/TA		Certificates
Experience	<ul style="list-style-type: none"> <li>• Experience of teaching at least small groups within secondary or primary education</li> </ul>		Application Form References
Skills	<ul style="list-style-type: none"> <li>• Ability to teach KS2-KS4</li> <li>• Proficiency in IT</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to contribute to the academy's sports extra-curricular programme</li> <li>• Ability to prioritise and organise demanding workload</li> </ul>	Application of ICT in a classroom	Application Form Interview References Lesson Observation
Knowledge	<ul style="list-style-type: none"> <li>• Awareness of Literacy &amp; Numeracy</li> <li>• Experience of appropriate SEN teaching strategies</li> <li>• Awareness of safeguarding and pastoral issues</li> </ul>	Appreciation of the ethos and standards of teaching within SEN	Application Form Interview References Lesson Observation
Personal Competencies	<ul style="list-style-type: none"> <li>• A passion for Literacy &amp; Numeracy</li> <li>• Commitment to education and teaching</li> <li>• Commitment to Professional development</li> <li>• Calmness under pressure</li> <li>• Adaptable and flexible</li> </ul>		Application Form Interview References Lesson Observation

**Job Description**

The Elizabethan Academy is committed to safeguarding and promoting the welfare of children and young people and expects all of its staff and volunteers to share in this commitment

**Title:** KS2 Teacher

**Responsible to:** Director of SEND

1. **Purpose of the job:**

- To maximise the learning of all students.
- To lead the Nurture provision with responsibility in a given Key Stage, supporting the educational and emotional wellbeing of all pupils within the group.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To assist the Director of SEND in providing the leadership and management required to secure high quality teaching and learning of SEN students.
- To deliver innovative and creative lessons that engage and challenge students to achieve their full potential

2. **Description of Duties and Responsibilities:**

**A. Teaching**

- To support and secure the commitment of other staff to the vision, ethos and policies of the School and promote highest levels of achievement.
- To support the creation and implementation of the strategic development plan for Literacy and Numeracy within the Academy and to take responsibility for appropriately designated aspects of it.
- To support all staff in achieving priorities and targets of the School as well as the monitoring and evaluation of the effectiveness of developments within the provision and analyse their impact.
- Represent the school in any Academy meetings connected with Literacy & Numeracy, Nurture Teaching and Learning.
- To organise and ensure the production of reports to SLT and Governors including sub-committees and full meetings.
- Monitor the evaluation of the effectiveness of policies implementing developments within the secondary school and apply them to the Nurture Provision, analysing their impact.
- have a secure knowledge of Literacy & Numeracy, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject
- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and student's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, 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 involve and motivate them

- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- To produce interactive displays in the classroom and corridors.
- support the teaching team by undertaking some cover work as reasonably directed from time to time.
- deliver teaching and support as part of our alternate provision

#### **B. Assessment, Recording, Reporting**

- maintain recording of lessons undertaken and records of students' work
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress in line with the academy policy
- report on pupil progress in line with the academy's policy

#### **C. Pastoral Care**

- be conversant with, and apply, the Academy's Safeguarding policy
- perform duties as a tutor in line with the academy's expectations
- promote good attendance and monitor it
- promote the general progress and well-being of students in your care
- to participate in the delivery of our alternate provision

#### **D. Professional Standards**

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study
- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

#### 3. **Management of People:**

None

#### 4. **Creativity and Innovation:**

Develop and teach creative lessons that promote a love of learning and children's intellectual curiosity

#### 5. **Contacts and Relationships:**

Staff, parents & carers, members of the public, students, Governors,

#### 6. **Decisions:**

Decisions are made in line with established alternatives and in direct consultation with the Director of SEND, Principal and where necessary, the governing body

#### 7. **Work Environment:**

##### **A. Work Demands**

Post holder will be subject to changing priorities, though there should be no significant disruption to classroom SEN teaching.

	<p><b>B. Physical Demands</b> Physical demands related to classroom teaching, plus there may be periods of sitting and working at a computer.</p> <p><b>C. Working Conditions</b> General well lit and ventilated environment.</p> <p><b>D. Work Context</b> Contact with students, parents, members of the public, local authority officers, etc. The post holder may be required to diffuse confrontational situations and deal with the unexpected</p>												
8.	<p><b>GENERAL</b> The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general function of premises maintenance and management. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>												
9.	<p><b>Equal Opportunities - Equal Opportunities/Data Protection Act</b> The post holder is required to carry out the duties in accordance Equal Opportunities and Data Protection policies.</p>												
10.	<p><b>Health and Safety</b> The post holder is required to carry out the duties in accordance with the School's Health and Safety policies and procedures.</p>												
	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Signature</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Job Description agreed by: HR Officer</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Job Description agreed by: KS2 Teacher</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name	Signature	Date	Job Description agreed by: HR Officer				Job Description agreed by: KS2 Teacher			
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