Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Job details

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| **Job Title** | Teacher |
| **Hours** | 40 hours p/w |
| **Salary** | Competitive Salary |
| **Responsible to** | Head Teacher and SLG |
| **Responsible for** | Learning Support Assistants |
| **Purpose of Job** | Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all. Be responsible and accountable for achieving the highest possible standards in work and conduct. Treat pupils with dignity, build relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position. Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils. Take responsibility for promoting and safeguarding the welfare of children and young people within the school. |

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| **DOVECOTE SCHOOL VISION**   1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals. 2. The learning process is active 3. The learning community is underpinned by environmentally sustainable values and practices 4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies. 5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future | |
| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all children |
| **ACHIEVEMENT** | Celebrate the achievements and successes of each individual |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy and ready to learn |
| **TRANSITION** | Equip children and families with the knowledge, skills, independence and resilience to face future challenges |

# Main purpose

To provide the highest quality of education, care and preparation for life for all students in the school.

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students with support from teaching staff
* To monitor and support the overall progress and development of students
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
* To contribute to raising standards of student attainment and behaviour
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth

# Duties and responsibilities

Teaching

* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work
* Development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles. This may include taking responsibility for courses.
* To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress.
* To share in the preparation and delivery of SMSC elements in all lessons across the curriculum
* Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children’s intellectual curiosity
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
* Adapt teaching to respond to the strengths and needs of pupils
* Set high expectations which inspire, motivate and challenge pupils
* Promote good progress and outcomes by pupils
* Demonstrate good subject and curriculum knowledge
* Participate in arrangements for preparing pupils for external tests

**Management and assessment**

* Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
* To take responsibility for aspects of the subject(s) in consultation with the Head
* Use relevant data to monitor progress, set targets and plan subsequent lessons
* Be accountable for students’ attainment, progress and outcomes
* Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
* To register each class using the electronic registration system or paper system according to school procedures.
* To take responsibility for the safe keeping of the electronic folder or laptop used for registration etc.
* Work with and manage challenging behaviour, enabling students to develop from needing external control, developing self-control
* To keep appropriate records and to complete assessments and profiles of students as required by whole-school policy.
* To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience.
* To monitor and control the use and storage of teaching materials, books, and equipment.
* To supervise the use and care of the school fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.

**Whole-school organization, strategy, and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices, and procedures, to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school
* Work with others on curriculum and pupil development to secure coordinated outcomes
* Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Health, safety, and discipline**

* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

**Professional development**

* Take part in the school’s appraisal procedures
* Take part in further training and development to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others

**Communication**

* Communicate effectively with pupils, parents and carers
* Communicate effectively with parents about students’ achievements and well-being.
* Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* To alert Head and SLG and other staff to problems arising with individual students in accordance with whole school policies.
* To participate actively in meetings with colleagues and parents/Carers.
* To attend INSET sessions and working parties related to new initiatives in teaching and learning.

**Finance**

* To be informed about the financial basis of the school's operation and to help seek ways of deploying resources to the students' maximum benefit.
* To ensure that equipment, books, and premises are maintained in accordance with school policies.

**Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Continuous Professional Development**

* Assume responsibility for own professional and personal development.
* Maintain a high level of competence to deliver the organisation’s requirements.
* Ensure a robust and thorough working knowledge of fire regulations, H&S, children’s safeguarding, and all relevant regulatory and legal requirements impacting on the organisation and services.
* Attend and participate in supervision
* Undertake relevant mandatory training.

**Management of staff and resources**

* Direct and supervise support staff assigned to them, and where appropriate, other teachers
* Contribute to the recruitment and professional development of other teachers and support staff
* Deploy resources delegated to them

Other areas of responsibility

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

# Person specification

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * High expectations for children’s attainment and progress * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Be responsive and reflective * Be accountable, honest, and reliable * Provide individuals with confidence, inspiration, direction, and guidance * Understanding and empathy with the work of the school * Self-motivate with a positive attitude * Develop innovative solution |  |
| **Job Skills** | * Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. * Ability to prioritise * Ability to use IT: Microsoft Word and Outlook, * Strong organisational skills * Attention to detail * Ability to work collaboratively and co-operatively with all professional colleagues and students * Hold a full UK driving license. | * Influencing and negotiation skills |
| **Knowledge** | * Knowledge of the National Curriculum * Knowledge of effective teaching and learning strategies * A good understanding of how children learn * Ability to adapt teaching to meet pupils’ needs * Ability to build effective working relationships with pupils * Knowledge of guidance and requirements around safeguarding children * Knowledge of effective behaviour management strategies * Good ICT skills, particularly using ICT to support learning * Knowledge and understanding of the principles of teamwork * Non-discriminatory practice * Working as part of a team * Good understanding of Safeguarding legislation, policy and procedures. * Ability to deal with complex and challenging behaviour | * Working with children and young people who have experienced trauma. * Understanding SEN YP * Working within a AS framework |
| **Experience** | * Working individually and within a team * Leading, supervising and managing teams * Building and maintaining effective working relationships * Ability to tailor teaching and learning to the needs of individual students * Ability to lead and coordinate effectively | * Working with SEN young people * Qualified teacher status * Degree * Successful primary teaching experience |
| **Qualifications** | * Full Manual UK Driving License * To aspire to be an outstanding classroom practitioner. * Strong current subject knowledge. * Relevant Teaching Qualification * Willingness to work towards further qualifications as required | * Emergency First Aid in the Workplace * Team Teach or similar * Qualified Teacher Status. * Degree in relevant subject area. |
| **Training** | * Commitment to personal and professional development. * Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback |  |
| **Working Conditions** | * The ability to be physically able to perform your duties as recognised in Team Teach * A satisfactory DBS will be required for all employees |  |

# Notes:

This job description may be amended at any time in consultation with the postholder.