



## Southgate School Job Description

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**Job Title:** Teacher

**Grade:** MPS/ UPS + SEN 1

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### **Overall Responsibilities:**

To ensure that a strong culture of safeguarding is maintained at all times

To carry out the professional duties of a teacher, teaching an assigned class or classes/ groups of pupils as circumstances may require

To operate in accordance with school policy under the direction of the Head Teacher

To ensure a calm and safe learning environment at all times, focussing on the holistic development of the 'whole child' and ensuring that all pupils make progress

To follow and always promote Southgate School's vision and values, using nurturing and child centred approaches

### **Curriculum:**

To creating and maintain a positive nurturing environment, promoting positive attachments, self-esteem and wellbeing, that secure a safe base where effective learning, progress and achievement can take place

To determine, plan and prepare a curriculum that meets the diverse needs of every child in the class,

To evaluate, reflect and review learning programmes which facilitate holistic child development, preparing them as effectively as possible for adulthood

To create effective provision that is reflected in the production of high quality EHC paperwork (through preparing reports for annual reviews)

To produce effective Individual Learning Plans, Personalised Curriculum Plans, Positive Management Plans, Risk Assessments and reports

To act as a subject or area coordinator, responsible for the coordination, self-evaluation, development and planning for that designated area

To participate in the review of the development and management of activities related to the curriculum

To participate in the arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; recording and reporting such assessments

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**Pupils:**

To be a positive role model for pupils, establishing good relationships based on confidence, trust and understanding

To be prepared to give each pupil a fresh start every day no matter what behaviour has been displayed

To have high expectations of both behaviour and learning, setting challenging but realistic short term and long-term outcomes

To encourage pupils to maintain high standards of behaviour, focusing on their wellbeing, health and safety

To provide feedback to pupils in relation to their progress and achievement

To ensure that all pupils receive appropriate interventions or are signposted to receive appropriate external support

To take a significant share of responsibility in the supervision of pupils during unstructured times

To be aware of any problems by maintaining good communication always, including with the allocation of resources

**Pupil Progress:**

To assess, record and report on the development, progress and attainment of the pupils (internal and external)

To develop appropriate profiles on pupils' education, personal and social needs

To participate in meetings (including annual reviews) to discuss pupil progress

**Staff Group:**

To build a strong class team by developing and supporting ETAs

To maintain clear, effective and impartial communication between all staff at the school, maintaining a positive outlook and supporting the school's vision and values

To participate positively in collaborative school development and school priorities

To attend and participate in school meetings, inset days and appropriate in-service training

To support colleagues as appropriate, fostering collaboration and reflection

**Resources:**

To make effective use of resources within the school

To use a budget appropriately ensuring good value and high impact

To be aware of maintaining safe working practices within all areas with particular reference to Health and Safety

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**General:**

To safeguard and promote the welfare of pupils at all times

To participate in the school's arrangements for appraisal of performance

To perform any other reasonable task that the Head Teacher may ask

**Safeguarding:**

This post is subject to an Enhanced Disclosure check.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

**Review:**

This job description may be reviewed and be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and level.

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**Responsible To:**

National agreed policy and conditions. School policy, systems and values. Senior leaders including the Head Teacher.

**Liaison With:**

All school staff including but not limited to: Other teachers; middle leaders; senior leaders including the Head Teacher; intervention and pastoral staff. In addition: External agencies and professionals; parents and carers.

**Responsible For:**

Leading a team of support staff.

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## Person Specification: Teacher at Southgate School

	Criteria	Rank	How identified
Relevant Experience	1.1 Experience of teaching in the classroom	A	Application form
	1.2 Experience of working with children with SEND/ additional needs	A	Application form & interview
	1.3 Experience of working with pupils with Speech and Language (Communication) needs	B	Application form & interview
Education and Training	2.1 Qualified teacher status (or pending). Potential NQTs welcome.	A	Application form
	2.2 Evidence of appropriate professional development or recent qualifications	B	Application form
	2.3 A willingness to undertake further professional development and training	A	Application form & interview
	2.4 Training or experience in nurturing approaches	B	Application form & interview
	2.5 Evidence of 'Team Teach' training or a willingness to undergo training	A	Application form & interview
General & Special Knowledge and Skills	3.1 A high standard of classroom practice	A	Application form & interview
	3.2 A clear educational philosophy that promotes child centred learning	A	Application form & interview
	3.3 Commitment to providing an effective learning/nurturing environment through the 6 Principles of Nurture	A	Application form & interview
	3.4 Commitment to effective approaches to SEN teaching and learning, including a strong interest in communication strategies	A	Application form & interview
	3.5 A knowledge of appropriate curriculum and assessment strategies	A	Application form & interview
	3.6 The ability to plan for the delivery of the curriculum	A	Application form & interview
	3.7 Use of ICT within lessons	A	Application form & interview
	3.8 A clear understanding of, and commitment to, positive behaviour management	A	Application form & interview
	3.9 Commitment to equal opportunities and safeguarding procedures	A	Application form & interview
Other Requirements	4.1 Ability to maintain high professional standards at all time, keeping with the school's vision and values	A	Application form & interview
	4.2 A high level of resilience	A	Application form & interview
	4.3 A good level of physical fitness	A	Application form & interview

N.B. All applicants will be expected to meet the criteria ranked 'A'.