

JOB DESCRIPTION

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| Post Title: | Primary/Secondary Teacher for Fen Rivers |
| Location: | Kings Lynn, Norfolk |
| Department: | Fen Rivers Advocacy Team |
| Salary Grade: | Main pay Scale |
| Contract: | Permanent; 37 hours per week: Monday – Friday term time only |
| Responsible to: | Headteacher |
| Responsible for: | Pupils, Parents and the Fen Rivers Team |

Purpose of the Job:

- To work in our alternative education provision and teach students who have emotional and behavioural difficulties, in small groups. The work is intensive requiring flexibility, sensitivity, patience and resilience.
- To be able to work with and engage all students with creativity and passion towards subjects.
- To primarily teach, produce schemes of work and lesson plans.
- To build rapport with students/families/carers is key to this role and you will need to liaise with a variety of agencies to problem-solve student issues and barriers to learning and inclusion principles at the heart of all practice.

Main Responsibilities

Teaching and learning:

- Creating an inspirational learning environment with high expectations of learner achievement, success and progression, respecting individual differences in culture and background and reflecting this in the environment of the classroom.
- Planning, producing, and updating schemes of work to meet curriculum, inspection, and accreditation requirements, taking into account guidance from the DfE and other regulatory bodies to ensure compliance with all current requirements.
- Preparing and delivering lessons/learning activities to individuals and groups of learners as required by the curriculum/timetable that:
- Is kept informed by relevant and up to date subject, curriculum and pedagogical knowledge.
- Reflecting on the wide range of needs of students within your classroom.
- Using a range of teaching and learning strategies and resources in line with the school's teaching and learning policy adapted to learners' individual needs.
- Developing learning resources and learning routes that meet learner needs and the requirements of the Bridge MAT and commissioner requirements.
- Preparing lessons for off-site students for support staff to deliver
- Implementing and maintaining systems for monitoring and evaluating learning activities to ensure they are effective and worthwhile and best practice is maintained.
- Identifying clear teaching objectives, learning outcomes and Individual Education Plans (IEPs)
- Supporting and guiding learners so that they can reflect on their learning, identify the progress they have made and set positive targets for improvement.
- Maintaining a regular system of monitoring, assessment, record-keeping and reporting of student's progress using targets, tracking and other school systems.
- Providing management information and other statistical data

- Maintaining good order and discipline among the students, safeguarding their wellbeing. Setting high expectations for behaviour and being responsible for behaviour management within your classroom and aiding in behavioural management across the school.
- Building effective and supporting relationships with students and families/carers; embedding that trust and support within the education process. Liaising with outside agencies as appropriate.
- Working as part of a team to ensure effective pastoral support for learners.
- Ensuring the effective use of support staff within the classroom.
- Undertaking relevant administrative tasks associated with the teaching function including examination/accreditation entries for learners, register taking and invigilation.

Safeguarding

- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

Other general duties

- To Safeguard and protect children in accordance with the Bridge MAT'S Policies and Procedures at all times.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).
- To treat everyone with respect, dignity, and fairness and to acknowledge and celebrate diversity.
- Comply with The Bridge policies and procedures including safeguarding, child protection, health and safety, data protection and confidentiality.
- Undertake personal and professional development activities and liaise with other staff so knowledge and best practice can be shared.
- Other responsibilities commensurate with the post.

Additional information

- Fen Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice will be followed, and pre-employment background checks will be undertaken before any appointment is confirmed. The post is subject to an enhanced DBS check.
- At Fen Rivers we value equality, diversity and inclusion. We are wholeheartedly committed to the principle of equality of opportunity, both as an employer and as a provider of services. Diversity and Inclusion is part of what we do every day, working to deliver our vision to build a strong society where everyone has good people around them, a purpose, and a good place to live.

Special conditions of employment

Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.
- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Academy's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Academy's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Academy and the Trust are committed to equality and value diversity. As such the Academy and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Academy and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

- This applies to all Academy premises and those where Academy services are provided.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by the headteacher that are broadly within the level of the post.

Person Specification

The person specification describes the skills, knowledge and experience required to carry out the job and will also be used in the shortlisting and interview processes.

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| Experience, Skills and Abilities |
| <p>Essential</p> <ul style="list-style-type: none"> • Comply with The Bridge policies and procedures including safeguarding, child protection, health and safety, data protection and confidentiality. • Undertake personal and professional development activities and liaise with other staff so knowledge and best practice can be shared. • Experience of working with our cohort of young people including those with complex, high behaviour and additional learning needs. • Extensive behaviour management experience with students who have complex needs and extreme behaviour. • Relevant classroom teaching experience. • Ability to work effectively with students with complex needs. • Ability to communicate effectively both in verbal and written form. • Ability to effectively use a variety of teaching and organisational styles and resources, including ICT to deliver outstanding teaching and learning. • Ability to work as part of a team to deliver a holistic educational package. • Ability to cope with emotionally demanding situations. • Ability to manage your time effectively. |
| Knowledge |
| <p>Essential</p> <ul style="list-style-type: none"> • An understanding of the political and educational context of social A clear understanding of the National Curriculum and its application. • A robust knowledge of behavioural techniques and theories and their application. • Knowledge of the statutory requirements of equal opportunities, discrimination, health and safety, safeguarding and child protection. • A sound knowledge of planning and assessment techniques. • A secure knowledge and understanding of subject(s)/curriculum area(s) and related pedagogy. • An extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential. |
| Other |
| <ul style="list-style-type: none"> • Awareness of and commitment to Equality & Diversity • Willing to travel and work flexibly. • Desire to develop and undertake training as required. |