Cedars Academy

JOB DESCRIPTION & PERSON SPECIFICATION
Teacher KS2/3

Fit for Life

Salary/Grade: MPS + SEN allowance

Period: Initially for 1 year due to fluctuating numbers

Responsible to: HT/AHT Teaching & Learning

Post Advert:

We are seeking to appoint a highly motivated and enthusiastic teacher to work within our Key Stage 2/3 phase. The successful candidate will lead a Key Stage 2/3 class and be responsible for planning, teaching and assessing the curriculum in a creative and cross curricular approach. This post would be best suited to a Primary Practitioner as experience of and expertise in all core subject areas at a KS1/2 depth is required.

The successful candidate will be a team player who is flexible and will enjoy the challenge of delivering an innovative and inclusive curriculum where key skills will be embedded within a range of practical activities. Experience of, or a willingness to learn how to support learning with symbol software and other communication packages is essential. You will be committed to working with young people who have learning difficulties and/or physical disabilities and will be understanding of their academic and emotional needs. The role requires you to be an organised and reflective practitioner who will be able to work closely with other professionals and develop effective relationships with parents and carers.

Job Description

Summary of the role:	To plan, deliver and assess Key Stage 2/3 curriculum as appropriate.
Accountable to:	AHT Teaching & Learning Head teacher
Line management responsibility for:	Support Staff working within your class
Main duties and responsibilities:	**Teaching** • Work collaboratively with your class team to plan and organise learning experiences and to provide guidance to Teaching Assistants in their support of the delivery of these experiences, which takes account of the range of ability and prior achievement of students within a group and the individual learning needs of students • Use or oversee, a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place. • To keep up-to-date and organised records of learner's achievements and work • Fully adhere to the Academy assessment policy and procedures • Make effective use of resources and learning technology, including symbol software. • Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues

- To work with young people with disabilities to provide sustained support through one-to-one and/or group situations
- To organise and facilitate Personal Development Programmes to improve and enhance confidence and self esteem
- To establish formal/informal communications with all stakeholders including parents, social services and other professionals

Learner Involvement

- Contribute to the development and implementation of the learner involvement strategy in order to improve the quality of provision and to respond appropriately to learner needs
- Respond to learner voice by adapting approaches to teaching, learning and assessment to meet individual learner needs
- Produce reports for students periodically and attend Review and Parent Meetings
- Monitor and review students' progress in line with the Academy's student tracking systems and make appropriate interventions as and when required

Curriculum Development

- To work with colleagues to develop an inclusive and relevant curriculum for the young people you teach.

Quality

- Work within the quality assurance systems for assessment within Cedars Academy
- To work within the Health & Safety and Risk management practices in place

Learning & Growth

- To undertake The Cedars Academy mandatory induction training
- Renewing and reflecting upon their own professional practice to achieve continuous improvement in performance
- To attend training as identified through training and development plan
- To participate in improvement activity within the organisation
- To promote the work of the Academy to the wider community

Communications

- Attend Academy events, briefings and meetings as part of the Academy schedule, e.g. parents' evenings, open events
- Use the Academy's systems, policies and procedures to communicate issues as necessary
- Use CPOMMs to flag student concerns and recommendations

Equality and Diversity

- Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity

Supporting Teaching & Learning

	• To assist the Head Teacher and Senior Leadership Group in their duties to ensure that the schools meets its educational aims. • To promote the highest standards of professional ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the Academy's objectives General • To adhere at all times to all Cedars Academy organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour. • To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation • To promote the safeguarding of children and vulnerable young adults • Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances; other duties of a similar nature and appropriate to the grade may be assigned from time to time • Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with • Contribute to the Academy mission and ethos and support the aims and objectives of the Academy • Follow and comply with the Academy's policies and procedures as outlined in the Staff Handbook • Undertake any other duties of an equal nature as assigned by the or Head Teacher or designated alternate

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF DEMONSTRATION
Qualifications	Qualified Teacher Status	Evidence of continuous INSET and commitment to further professional development.	*Application Form* *Interview*
Experience	Experience of working with and supporting young people with additional needs in an educational setting. Experience & understanding of the barriers to learning for young people with complex needs. Experience of actively promoting safeguarding procedures in a school	Experience of working within a specialist setting.	*Application Form* *Reference* *Interview*

Knowledge & Skills	Knowledge of methods of working with pupils with SEN, emotional, behavioural or social/communication disorders. Adaptable and flexible towards different learner needs. Ability to inspire and motivate learners and others. Sound knowledge of KS1 & 2 curriculum. Ability to work effectively and positively as a team member. Innovative and enthusiastic approach. Ability to liaise with external contacts, other staff and parents/carers. Proven ability to cope with and manage change.		Application Form Interview Reference
Personal Qualities	Warmth, dedication and enthusiasm towards all pupils. Excellent communication skills. The ability to manage own workload effectively and respond swiftly to deadlines. Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships. Willingness to share expertise and knowledge and the ability to encourage others to follow good practice. A sound awareness and understanding of relevant safeguarding and Health & Safety issues.	Desire to be involved in extra-curricular activities	Application Form Interview Reference
Other Requirements post job offer	DBS clearance Able to fulfil the Occupational Health requirements for the post Appropriate Job References		DBS Clearance DBS Clearance DBS Clearance Work permit Valid documentation Occupational Health questionnaire 2 satisfactory references

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO: Julie Ramsey

CEDARS ACADEMY, IVY LANE, LOW FELL, GATESHEAD, NE96QD: julie.ramsey@cedarstrust.org.uk

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

This job description has been agreed by:

Name: …… …….. (Signed)

Name: …… (Headteacher) …… (Signed)

Date: ……

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER