

# Melland High School

## Job Description

### Post: Teacher + SEN Point

**Reporting to:** Principal

#### **Main Purpose of the Job:-**

To work with colleagues in actively promoting high professional standards and quality of education for pupils throughout the academy. To be responsible for the education and welfare of classes of pupils and carry out those duties with full regard to the philosophy of the academy along with that of Bright Futures Educational Trust. To fully support all policies and guidelines and be committed to the agreed process of Appraisal for All Staff. To carry out professional duties in accordance with the relevant National Standards for Teachers, Teachers Pay and Conditions Act and with the additional duties set out below.

#### **Main Tasks**

The teacher will be expected to demonstrate good to outstanding professional standards and work as part of a team in contributing to the ongoing development of the academy. With appropriate support and CPD, teachers will:-

- Contribute to the development of the academy's curriculum in accordance with the policies and guidelines.
- Have extensive knowledge, skills and experience to effectively meet the needs of pupils with a complex profile.
- Contribute to the continued development of the complex needs team.
- Meet the individual needs of pupils through the agreed process of assessment, planning, teaching, recording, evaluating and reporting.
- Use individual schemes of work to determine a broad, balanced relevant differentiated programme of education for pupils, which reflects continuity and progression.
- Liaise and share expertise with professional colleagues and parents/carers in determining and monitoring educational priorities and lessons.
- Utilise classroom management strategies, preparing weekly timetables, leading and organising classroom staff and allocating roles to ensure that each pupil receives a balanced programme of education.
- Accept co-ordinator responsibility for a curriculum area.
- Take responsibility for the classroom/subject resources and academy environment in general, providing a creative and stimulating environment in which to learn.
- Be committed to extending and developing integration opportunities for pupils both within the academy and with mainstream schools, colleges and industry as appropriate.
- Take responsibility for the physical needs and general pastoral care of pupils.
- Be an active contributor to new curricula initiatives including the requirements of the new National Curriculum.
- Support the School Improvement Plan.
- Work as part of a multidisciplinary team.
- Be committed to partnership with parents/carers, establishing strong channels of communication.
- Prepare detailed educational reports for individual pupils annually, or as required, and attend and contribute to reviews of pupils' progress, including Education, Health and Care Plans.

- Partake in the agreed appraisal, in line with the policy and guidelines and take responsibility for meeting personal objectives.
- Contribute to TLA appraisal and reviews and support the personal and continued professional development of self and colleagues.
- Attend departmental, full staff, teacher and INSET meetings as required.
- Actively engage in and contribute to CPD offered by the academy and accept responsibility for specific areas of expertise and interest in order to contribute to the on-going development of the academy.
- Disseminate information and offer support, as required, to students and visitors to the academy.
- Share responsibility for the organisation of whole academy and departmental activities e.g. religious festivals and offer a reasonable amount of support to out of school activities.
- Participate in any other reasonable duties as required by senior staff.
- Be familiar with and practice, all academy and Bright Futures Educational Trust policies and guidelines.



## Melland High School Person Specification: Teacher

### 1. **Training, Qualifications, Experience (application form)**

- a. Be a qualified teacher.
- b. Have experience of teaching a wide range of pupils and show evidence of being a committed teacher with good to outstanding practice.
- c. To have attended a wide range of relevant CPD.

### 2. **Abilities (application form / interview)**

To have proven abilities to:-

- a. effectively meet the learning needs of a range of pupils including those with a complex profile;
- b. demonstrate an in depth understanding of the process of assessment, planning, teaching, recording, evaluating and reporting in order to identify and meet individual needs;
- c. support and actively participate in the development of a school curriculum with evidence of a subject specialism or specific expertise;
- d. demonstrate an in depth understanding of classroom management and organisation;
- e. be familiar with curriculum development and individual schemes of work;
- f. be familiar with the requirements of Ofsted
- g. value and actively support appropriate forms of inclusion and support to SEND in mainstream schools;
- h. demonstrate active and constructive contributions and challenge to policies and decisions;
- i. promote effective relationships with parents/carers, the community and other professionals;
- j. understand and appreciate the requirements of the relevant national teacher standards and job description;
- k. understand and participate in the ongoing process of school improvement planning.

### 3. **Special Knowledge (application form / interview)**

Have awareness, knowledge and understanding of:-

- a. relevant legislation, including Safeguarding;
- b. the educational, social, physical and pastoral needs of pupils;
- c. the principles and practices of a school's policy statements and guidelines, including equal opportunities;
- d. the roles and responsibilities of all staff.

### 4. **Work Related Circumstances (application form / interview)**

- a. Be committed to the ongoing development of Melland High School and Bright Futures Educational Trust
- b. Be committed to furthering the staff development process and appropriate CPD, in line with priorities and legislation.

- c. Have a commitment to develop the necessary knowledge, skills and understanding to fulfil all aspects of the role of a teacher, as defined in the job description and subject coordinators role. (application form)