



Farney Close School,

Bolney Court, Bolney, West Sussex, RH17 5RD

Job Description

Job Title:	Teacher
Reports to:	Head of Education

All Teachers are bound by the requirements of the current School Teachers' Pay and Conditions Document and the professional duties therein.

Main purpose of the job:

- To teach their subject to Key Stages 3 and 4. The School follows the National Curriculum, offering a variety of qualifications from single GCSE, Entry Level Pathways and Laser learning Skills.
- Be responsible for the learning and achievement of all pupils in class ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect, and always 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.

Curriculum:

- To ensure that the subject you are responsible for is:
 - Taught to the requirements of the National Curriculum.
 - Fully documented and has regularly updated individual Subject Aims and Programmes of Study documents.

Responsibilities:

- To prepare and plan lessons, making use of non-directed time.
- To liaise, advise and monitor any other teachers who work within your designated subject area.
- To monitor and evaluate your subject in order to:
 - inform further subject action planning.
 - use subject action planning information to inform the school development plan.
- To raise pupils' standards of achievement.
- To achieve and maintain high standards of teaching and learning.

Management

- To ensure the effective continuity and progress of pupils work between Key Stages and year groups.
- To use external comparative 'Benchmark' information and other supporting data to set appropriate 'Targets' within your subject by year group.
- To use baseline assessment information in relation to pupils' skills, knowledge and understanding of your subject to measure individual pupils' progress. i.e. fulfilling the concept of 'Value Added'.
- To efficiently record, assess and collate evidence of pupil attainment in accordance with the school's policy.
- That you implement all pupils' IEP's and liaise with the SENCO regarding Individual Education Programmes and their implications for your subject area.
- To liaise with the Key Stage Leads regarding the individual progress and behaviour of pupils.
- To prepare, inform and direct Teaching Assistants on the work to be undertaken by the pupils.
- Ensuring the management and co-ordination of pupils' work is suitably matched to pupils' individual needs.
- Ensuring the organisation and appearance of the classroom is maintained to a high order.
- Participating in the duty rota for supervision of pupils at break times.
- Participating in the assembly rota as directed.
- Writing end of year reports to parents in relation to the subject/s taught.
- Marking pupils' work in accordance with the School's Marking Policy.
- Setting pupils' homework in accordance with the School's Homework Policy and rota.
- Displaying pupils' work in the classroom or other designated areas.
- Making written contributions to Annual Reviews as and when required.

Pastoral

- Effectively liaising with Residential Social Care Workers on a regular basis regarding any areas of concern on pupils.
- Liaising with other professionals / agencies or parents as and when required.
- Ensuring the safety and well-being of pupils at all times.

Qualifications

- Qualified Teacher Status.

Experience

- Proven teaching ability.
- Proven experience or a willingness to successfully manage challenging behaviour.

Curriculum

- To be fully conversant and up to date with National Curriculum requirements in your subject.
- Ability to plan and evaluate your work with a view to improving school standards and pupil attainment.
- Maintaining adequate records on pupils' attainment and progress in order to provide information for reports, planning, reviews and developing IEP's.
- Possess the ability to manage your subject independently, including financial budgeting.
- An ability to match work to the pupils' needs.

Competencies / Abilities

- An ability to be consistent and structured when dealing with pupils.
- An ability to communicate effectively in a variety of forums.
- An ability to work with a range of staff and external agencies.
- Confidence to take responsibility and work under pressure.
- An ability to be flexible and adaptable.
- To be a positive role model.
- Excellent health and attendance record.
- To have a sense of humour in the face of adversity.

Responsibility:

- To ensure that health and safety and child protection regulations are always adhered to.
- To maintain confidentiality and GDPR requirements at all times.
- To manage workload effectively and complete tasks in a time efficient manner.

Safeguarding

Farney Close School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

As a member of staff at Farney Close School you have a responsibility for safeguarding and you must ensure that you and members of your team maintain up to date knowledge and insight into all child protection policies, guidance and relevant government legislation. You must follow the School's Child Protection and Safeguarding Policy at all times

General Accountabilities:

To observe the letter and spirit of all the school policies, and be aware of and comply with policies and procedures relating to health and safety, confidentiality and General Data Protection regulation, reporting all concerns to the appropriate person,

To maintain particular regard to the Child Protection and Safeguarding policy and report any concerns immediately. All employees are required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.

Adhering to the content of the policies in all aspects of day-to-day duties relating to staff, young people, members of the public and other agencies,

To contribute to good staff relationships,

To contribute to the overall ethos/work/aims of the school,

To attend and participate in relevant meetings, as required,

Participate in training and other learning activities and performance development, as required,

Participate in all requirements to ensure continued professional development (CPD), including your annual appraisal and regular meetings with your Line Manager.

Confidentiality:

During the course of your employment, you may have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Generic Accountabilities:

This job description is not an exhaustive list of duties. The post-holder will be required to undertake any other reasonable duties as discussed and directed by the Principal.

Experience and Skills:

- Excellent written and verbal communication skills.
- Ability to liaise effectively with families.
- Excellent interpersonal and team working skills.
- Ability to initiate work and to work unsupervised.

Attributes:

- Commitment to the provision of a quality service to young people and a high level of customer care.
- A sensitive and responsive approach to young people and parent / carers needs.
- Proactive, forward thinking and possess and exercise sound judgement.

General Statement

To undertake any reasonable duties as requested by the Senior Leadership Team and the Directors.

This job description may be altered without notice due to changes in technology, policy, practice, procedure or legislation.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.

Report immediately to a Senior Manager, or any other appropriate person any malpractice or evidence of malpractice of any member of staff.

Read, understand and be required to sign, as requested, all relevant school policies.

This post is subject to an Enhanced DBS (with Barred List) check.

Our school is committed to equality and promoting the welfare of children and expects all staff to share this commitment.

Review

This job description will be reviewed at least once per year in line with your annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

Name:	
Signature:	
Date:	