

**SOUTHEND YMCA COMMUNITY FREE SCHOOL
JOB DESCRIPTION**

Job Title:	Teacher
Accountable to:	Head Teacher
Incumbent:	
Date:	January 2019

Job Purpose (including main duties and responsibilities)

1. To ensure that the aims and objectives of the school are promoted and maintained in order to uphold the philosophy and high standard of education objectives of the school.
2. To be responsible for the learning and achievement of all pupils in the classes ensuring equality of opportunity for all
3. To ensure that all pupils make progress within each lesson
4. To treat pupils with dignity building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teachers professional position
5. To develop and deliver innovative and engaging lessons meeting qualification frameworks that are appropriate for pupils with social, emotional and behavioural difficulties
6. To carry out professional duties and to have responsibility for an assigned class or classes.
7. To be responsible for the day-to-day work and behaviour management of pupils, management of the classes, and the safety and welfare of the pupils during on-site and off-site activities.
8. To organise and contribute towards the after school homework clubs and activities

Key Accountabilities:

Creating the future of the school:-

1. To motivate others to create a shared learning culture and positive climate throughout the school.
2. To uphold the vision and agreed objectives and operational plans of the school.
3. To contribute to the school's success through committing to a cohesive learning environment.
4. To carry out duties in line with professional standards and codes of conduct.
5. To take responsibility for promoting and safeguarding the welfare of pupils within the school
6. Carry out any other duties reasonably requested by the Head Teacher
7. Contribute to the early morning briefings and Team Meetings

Professional Duties:-

The Teacher will work in accordance with the aims, policies and administrative procedures of the school to ensure effective learning and teaching by setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.

All staff must ensure that partisan political views are not promoted in any subject within the school. Where political issues are brought to the attention of students whilst at school or otherwise staff will be required to provide a presentation of balanced views.

1. To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.

2. To plan, prepare and deliver creative and /or innovative lessons in order to deliver a balanced Curriculum ensuring breadth and balance in all subjects.
3. To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
4. To continue to improve pedagogical skills in the delivery of lessons.
5. To maintain good order and discipline among the pupils, safeguarding their health and safety both in and outside of lessons.
6. To use a range of teaching and learning methodologies to ensure that pupils of different abilities can reach their full potential.
7. To plan opportunities to develop the spiritual, moral, social and cultural aspects of pupils' learning.
8. To give pupils regular feedback both orally and through accurate marking and encourage pupils to respond to the feedback reflect on progress, their emerging needs and to take on responsible and conscientious attitudes to their own work and study.
9. To maintain a regular system of monitoring, assessment, record-keeping and reporting of pupils progress.
10. To ensure effective use of support staff within the classroom.
11. To participate in staff meetings as required.
12. To co-ordinate one or more areas of the curriculum and to lead on appropriate units or qualifications.
13. To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
14. To ensure that school policies are reflected in daily practice.
15. To communicate and consult with parents, key workers, social workers or other professionals regarding all aspects of the pupils' education – academic, social and emotional.
16. To participate in and ensure the smooth running of parents evening and information events.
17. To promote the welfare of children and to support the school in safeguarding children by adhering strictly to relevant policies and procedures.
18. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
19. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
20. To continue professional development, maintaining a portfolio of training undertaken and engaging in performance management
21. Complete risk assessments where appropriate in line with school policies and procedures
22. To perform any reasonable duties as requested by the Headteacher

Pastoral Care:-

1. To encourage an ethos of respect, integrity, compassion and tolerance
2. To develop and give high level of attention to effective relationships within the school and between the school and the local community.
3. To promote the highest standards of behaviour and attendance.
4. To achieve and promote a culture of high levels of aspiration within the school.
5. To assist pupils to develop their moral, social, spiritual and cultural understanding
6. To encourage pupils to understand and adopt healthy behaviour and lifestyles

Developing Self and Working with Others:-

1. To promote and maintain a professional culture which drives high expectations for self and others.
2. To regularly review own practice, model excellence, set personal targets and take responsibility for own development, seeking advice and support from other staff and agencies where appropriate.
3. To deploy support staff as appropriate to promote progress and learning
4. To participate in CPD in pursuit of school improvement and disseminate learning to appropriate stakeholders
5. To support the Senior Management on school development initiatives and monitoring/evaluation with a view to improving learning outcomes and pupil examination results.

Securing accountability:-

1. To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice
2. To develop the ethos of the school which enables everyone to work collaboratively?
3. To take be accountable for the achievement and progress of the pupils.
4. To ensure every individual child has access to high quality teaching and learning.
5. To plan and teach well structured creative lessons.
6. To adopt a suitably innovative approach to delivering the curriculum.
7. To attend staff meetings and inset events throughout the year.

Strengthening Community:-

1. To seek to develop further and maintain high levels of community confidence in the school,
2. To use every opportunity to promote and support the school, the Southend YMCA main Charity and the wider YMCA movement.
3. To create a culture that challenges prejudice, values diversity and promotes equality. To collaborate with other agencies to ensure pupil and community needs are met.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data Protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school. The school is committed to safeguarding and promoting the welfare of children and young people and the Teacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All teaching staff will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS) and obtain any other statutorily required clearance.

Additional Responsibilities

1. To ensure that they do not compromise the health and safety of others and themselves in the workplace; The Teacher has a legal responsibility to take reasonable care for the health and safety of him/herself and of the other people who may be affected by act or omissions at work.
2. To co-operate with any legal steps the School may take to fulfil its obligations under the Health and Safety at Work Act (HASAW). Refer to the Staff Handbook for the full Health and Safety policy.
3. To ensure the safety and welfare of children, young people and vulnerable adults at all times.
4. To report any concerns relating to child protection or protection of vulnerable adults.
5. To uphold safe and efficient working policies and practices, undertake supervision and training and respect and progress equal opportunities.
6. To uphold acceptable standards of ethic and behaviour both in school and out of school
7. To show tolerance and respect for the rights of others
8. To maintain records, and compile monitoring data as requested.
9. To understand and act within the statutory frameworks in relation to Teaching And Education of Young People

Location

This position is located at The Ticket House site, 110 East Street, Prittlewell, Southend on Sea Essex SS2 6LH. You may also be required to work at other locations as reasonable directed.

The School is committed to diversity and equality of opportunity for all and is opposed to any form of less favourable treatment and harassment on the grounds of race, religious beliefs, creed, colour, nationality, ethnic or national origins, gender, marital status, parental status, age, sexual orientation or disability.

PERSON SPECIFICATION

The following outlines the key skills and experience required for this position.

Attribute	Essential	Desirable
Qualifications	Qualified Teacher Status (QTS) or recognised equivalent Evidence of relevant professional development	Evidence of further study and areas of expertise
Knowledge and Experience	Statutory education frameworks Evidence of the ability to manage pupils with challenging behaviour and needs Evidence of raising pupils achievement and progress Evidence of the delivery of at least good lessons Evidence of practices which ensure inclusion, diversity and access to learning. High level of knowledge of equal opportunities, race relations, disability, human rights and safeguarding The use of a range of tools and evidence, including performance data to support, monitor, evaluate and improve aspects of school life, including teaching and learning.	Curriculum design and management. Experience teaching in a range of ages. Record of success in raising achievement and bringing about improvement. Experience of working with other agencies and opportunities
Skills and abilities	A competent classroom practitioner who can deliver innovative, creative and effective teaching and learning Ability to accurately assess pupils attainment and progress and use this to inform the planning of future learning Ability to interpret information to make informed decisions and exercise good judgment. Ability to create and maintain a constructive relationship with pupils avoiding ones own personal involvement Ability to create and maintain strong supportive relationships with all stakeholders including the community Ability to be innovative, creative and tenacious. Ability to communicate with empathy but resolve.	
Personal qualities	An exceptional role model with high standards of integrity and approachability. Highly motivated, ambitious, decisive, resilient, persistent and upbeat. Calm under pressure with a good sense of humour. Flexible and collaborative.	
Safeguarding	Evidence of a commitment to promoting the health, welfare and safeguarding of children. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school.	

Signed: _____

Date: _____

Revised February 2015