



Job Description

Job Title:	Teacher of KS1
Work Location:	Apollo Centre, Lyndon Road, Solihull, B927QW
Salary Band:	Main Pay Scale 1 to 6 £30,000 to £41,333 OR Upper Pay Scale 1 to 3 £43,266 to £46,525 (FTE per annum)
Contract:	Hours per week are negotiable up to Full Time 39 weeks per year, Term Time only plus Inset Days
Start date:	September 2024

Overall Responsibility

- Embrace and contribute to the ethos and values of teaching and learning in our Alternative Provision;
- Participate in the development of appropriate schemes of work (syllabus materials and teaching strategies) in line with the National Curriculum and the school's aims and objectives;
- Prioritise student well-being, social-emotional learning, and environmental awareness while catering to the diverse needs of SEND.

Job Purpose

- As a class teacher, to promote the general progress and well-being of individual pupils, classes or other groups of pupils assigned to them;
- Encourage positive attitudes to school, an understanding of rights and responsibilities within the life of the school and in society and assisting each pupil to recognise the contribution that they can make to the whole school community.

Principal responsibilities

- To contribute to the teaching of the National Curriculum in ways which encourage learning within the aims and policies of the school;
- Planning and preparing schemes of work for pupils assigned to you, in keeping with the policies and programmes of study in force in the school;
- Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work carried out by those pupils;
- Assessing, recording and reporting on the development, progress and attainment of pupils assigned to you;

- Communicating and consulting with the parents of pupils assigned to you in accordance with the arrangements for communication published by the school;
- Having an awareness of the baseline data for each pupil in the class and tracking progression in line with National expectations;
- Reviewing from time to time your methods of teaching and the schemes of work, keeping up to date with subject and professional developments and participating in arrangements, as appropriate, for your further training and professional development as a teacher;
- Participating in arrangements, as appropriate, for public examinations;
- Participating, as a member of the school to support interventions, breaks, lunch and structured play;
- In accordance with school policies on behaviour and uniform, taking all reasonable steps to maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere;
- Recording and reporting the absence of pupils from teaching groups in accordance with school procedures;
- Assisting in the development and maintenance of an attractive learning environment by producing materials for display in classrooms and around the school;
- Ensuring that the teaching room for which you have responsibility is appropriately organised and properly looked after;
- Supporting pupils with their transitions between provisions;
- Primarily Teaching KS1 but with the flexibility to adapt teaching across Primary Key Stages;
- Ensuring that messages and notes from parents are received and/or that appropriate action is taken in accordance with the published procedures;
- In accordance with the published calendar of meetings, attendance at staff Team meetings and briefings;
- Fostering of good home/school liaison, and the distribution of the newsletter and other material which may from time to time require distribution to pupils or parents;
- Ensuring that rooms are properly cared for.

General Duties

- To carry out a share of supervisory duties in accordance with published rosters;
- To share good practice and support colleagues e.g. phonics support;
- To participate in the meetings arranged with colleagues, parents, and others, relative to the above duties;
- To cover for absent colleagues as agreed in the school's cover policy;
- To participate in arrangements made for the Appraisal under the Multi Academy Trust Appraisal Policy;
- To participate in pupil review.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare;
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with incidents that are seen or reported regarding pupils' welfare;
- Report incidents and concerns to the Pastoral team.

Continuing Professional Development – Personal

- In conjunction with the Director of Centre, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school;
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available;
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Chief Executive Officer / Director of Education or the incumbent of the post.