



SOLIHULL
ALTERNATIVE PROVISION
MULTI ACADEMY TRUST

Job Description

Job Title:	Teacher of Primary (Specialist subjects)
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, (syllabic, 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;
- You will lead CPD in your specialist area, develop interventions including supporting outreach students;
- Develop and manage small groups, classes and 121 activities, themed days, trips and other appropriate projects to do with your specialism;
- Support whole school curriculum planning with regards to your specialism;
- 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 especially with regards to specialist area.
- 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 as well as supporting whole school progress within specialism.
- 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 and the progress with regards to specialist subject.
- 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 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, 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.
- Developing a whole school approach with regards to specialism and creating interactive display to enhance pupil participation.
- Supporting pupils with their transitions between provisions.
- Having the flexibility to adapt to 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.

General Duties

- To carry out a share of supervisory duties in accordance with published rosters.
- To share good practice and support colleagues e.g. CPD, shared training knowledge.
- Lead CPD for specialist subject.
- 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.
- Communicate with pupils incoming/outgoing provisions were appropriate.
- Support pupils with their transitions into/out of Apollo.
- 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;
- Complete appropriate Designated Safeguarding training and participate in the Safeguarding Team activities;
- 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 / the Director of Education or the incumbent of the post.