

# Beacon Hill Academy



*Updated January 2023*

<b>JOB TITLE:</b>	Class Teacher
<b>RESPONSIBLE TO:</b>	Team Leader, Assistant Head, Vice Principal, Principal, Governing Body
<b>SCALE:</b>	Main scale/UPR for qualified teacher in the fringe, + 1 SEN point

This post requires the holder to have a DfE teacher number and to have Qualified Teacher Status.

NB. This job description may be amended at any time after consultation with the post holder. This post may be subject to review at any time following due notice to the post holder.

## **Main purpose of the job:**

- to undertake teaching responsibilities in Beacon Hill Academy as directed.
- to be a class tutor as directed.
- to contribute to curriculum planning and development activities, including schemes of work appropriate to the area of the school to which the post holder is attached.
- to undertake other such responsibilities as agreed with the Principal.
- (Where the post holder is in receipt of UPR payments, they will demonstrate that they are fulfilling the national requirements : ‘Professional Standards for Teachers - post Threshold’ and the standards in Beacon Hill appraisal policy appendix, through performance management arrangements).

## **Responsibilities specific to the job:**

- to plan, prepare and deliver personalised learning for all pupils based on their individual needs.
- To work with colleagues to complete person centred EHCP reviews and set and review targets from this
- to organise the classroom and learning resources to create a positive learning environment
- to implement the class timetable
- to maintain appropriate records of student progress and development
- to research new topic areas and maintain up-to-date knowledge around current educational theory and practice relating to SEN
- to work with others to devise and write new curriculum materials
- to select and use a range of different learning resources and equipment appropriate to individual need
- to liaise with colleagues, as appropriate, to meet the care needs of pupils, including day to day physical needs, feeding, personal hygiene etc. and embed these into pupils daily learning routines.
- to prepare students for external accredited courses where applicable
- to prepare baseline assessments for individual students and maintain a record of learning using school systems to show individual steps
- take part in training and promote PROACT SCIPr-UK ethos to positively support student behaviour in the classroom, on the Academy premises and during off site activities, (this may include working with others to draw up individual behaviour support programmes as needed)
- to supervise and manage the work of Teaching Assistants, students, and volunteers within allocated class
- to ensure that there is regular liaison with parents and carers
- to prepare reports on individual student progress, including Annual Reviews and End of Year Reports etc.).

- to participate in departmental meetings, parents' evenings, and whole Academy training events
- to work in co-production with other professionals such as physiotherapists, occupational therapists, speech therapists, medical professionals, social workers etc.
- to stay up to date with National developments, including curriculum across the school age range.
- to liaise with colleagues in other educational settings, e.g., mainstream schools, nursery, primary and secondary, as directed
- to support pupils who may at times be involved in integration activities in other (e.g., mainstream) settings
- to undertake any other duties as may be agreed with the Principal

### **Personal qualities:**

- to set an example as a team member
- to demonstrate excellent organisational skills
- to demonstrate diplomacy, tact and sensitivity when dealing with internal / external audiences, including senior management teams, support staff, teachers, parents/carers and pupils and other agencies
- to demonstrate excellent verbal and written communication skills, and to model exemplars of good practice to team members
- to ensure that they (the post holder) use Continuing Professional Development opportunities to maintain and develop their understanding of SEND and developments in any areas of responsibility

### **Health and Safety:**

- To observe the requirements of and implement the Academy's Health and Safety Policy.
- To understand their responsibility for H&S issues in their place of work. To ensure the safeguarding of pupils/staff at all times

## **Data Protection:**

The post holder will:

- comply with the Academy's policies about the protection of data
- comply with legal requirements placed on the Academy by the Data Protection Act and GDPR regulations
- not act in a manner that would bring the Academy, Governing Body, or Thurrock Council into disrepute

## **General:**

Other duties: the duties and responsibilities set out in this job description are not restrictive and the post holder may be required to undertake additional duties from time to time. Any such duties should not however substantially change the general character of the post.

Equal opportunities: the post holder must carry out their duties with full regard the equality policies of the Academy and Thurrock Council.

**To undertake any other duties reasonably expected to be undertaken by a post holder at this level as directed by the Principal or their delegated representatives.**