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| **HAYBROOK COLLEGE TRUST**  **JOB DESCRIPTION: PRIMARY TEACHER** | |
| **Responsible to:** | Deputy Headteacher responsible for RBWM Alternative Provision (RISE) |
| **Main purpose of the job :** | |
| **To support the learning, achievement and development of pupils with Social, Emotional and Mental Health (SEMH) difficulties at RISE.** | |
| **Main job functions. The post holder will effectively:** | |
| Teach a range of subjects to pupils at Early Years Foundation Stage, Key Stage 1 and Key Stage 2  Ensure that all pupils are safeguarded in line with RISE and Haybrook College Policies | |
| **Responsibilities:** | |
| Under the direction of the DHT and the Primary Lead, the teacher will:  **Support Pupils**   1. Teach and be responsible for the planning, organisation, delivery and assessment of various subjects at Early Years Foundation Stage, Key Stage 1 and Key Stage 2. 2. To monitor, assess and review the progress of individual students and groups of students to maintain records and prepare and present reports. 3. To manage the behaviour of the class group within the structure of the behaviour management policy. 4. Work with colleagues on planning for the achievement of all students. 5. Develop effective communication with parents to maximise learning opportunities. 6. Take part in professional development opportunities provided by the College. 7. Liaise with other agencies as appropriate 8. Carry out duties that may reasonably be requested by the Primary Lead, DHT or Executive Headteacher in accordance with current teachers’ pay and conditions documents. 9. Establish productive and appropriate working relationships with pupils. 10. Promote the inclusion and acceptance of all pupils within the class. 11. Support pupils consistently whilst recognising and responding to their individual needs. 12. Encourage pupils to interact and work co-operatively with others and engage all pupils in the learning. 13. Provide constructive feedback to pupils in a time efficient manner. 14. Manage pupils with challenging behaviour and apply a range of strategies to manage them. 15. Work through issues and incidents with pupils in a clear and positive manner. 16. Support challenging teaching and learning activities.   **Additional Duties**  Under the direction of the Primary Lead, DHT, the teacher will:   1. Produce, design and develop high quality innovative Schemes of Work and lesson plans to support a motivating and differentiated curriculum. 2. Develop individual learning programmes for pupils as appropriate. 3. Review and evaluate curriculum data and identify areas of improvement 4. Support, monitor and evaluate the assessment and marking strategies used by staff. 5. Monitor, assess and review the progress of identified individual pupils or groups of pupils. 6. Maintain records and prepare reports on specific aspects of the curriculum including pupils.   **General duties**   1. Be aware of and respect all children’s religious beliefs and cultures. 2. Supervise children with vigilance at all break times. 3. Maintain professional conduct at all times. 4. Support, promote and comply with decisions and policies agreed by the Senior Leadership Team and the Trust Board. 5. Support senior staff to formulate the School Improvement Plan and policies in all areas of College life. 6. Actively organise and participate in activities connected with the Trust. 7. Develop effective professional relationships with work colleagues, and always maintain appropriate professional boundaries in relationships with children, and all work colleagues. 8. Develop own professional knowledge, skills and understanding through active participation at meetings and training. | |
| **Safeguarding Children** | |
| In accordance with Haybrook College Trust’s commitment to follow and adhere to the most recent version of the Department for Education’s guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.  You are also required to know and comply with the most recent version of the DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People’. You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the Trust and uphold public trust and confidence at all times. | |
| **Confidentiality** | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Haybrook College and the Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so. | |
| **Data Protection** | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations and are properly applied to pupil, staff and Trust business/information. | |
| **Freedom of Information** | |
| The post holder must be aware that the public could, in theory, request any information held by the Trust, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies and procedures. | |
| **Smoking / Intoxicants Policy** | |
| No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Haybrook College. No smoking or intoxicants are permitted in any Trust vehicles or in any vehicle parked on any Trust premises. Smoking of any product and the consumption of alcohol are strictly forbidden. | |