

Beacon Hill Academy



JOB TITLE:	Class Teacher
RESPONSIBLE TO:	Team Leader / Vice Principal
SCALE:	Spine for qualified teacher in the fringe, + 1 SEN point (UPR payments will be specific to the post holder)

The post holder will be familiar with Teachers' Standards

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 lessons
- to organise the classroom and learning resources to create a positive learning environment
- to implement the class timetable (as given in the whole Academy timetable)
- to mark work and give appropriate feedback
- to maintain appropriate records of student progress and development
- to research new topic areas and maintain up-to-date subject knowledge
- 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.
- to undertake pastoral duties, including supporting students on an individual basis through academic or personal difficulties
- to prepare students for external accredited courses where applicable
- to prepare baseline assessments for individual students and maintain a record of P Scale (or equivalent) monitoring activities
- to manage student behaviour in the classroom, on the Academy premises and during off site activities, applying appropriate and effective measures (including drawing up individual behaviour support programmes).
- to supervise and manage the work of Teaching Assistants
- 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 liaise with other professionals such as physiotherapists, occupational therapists, speech therapists, medical professionals, social workers etc.
- to stay up to date with developments in the structure of the EYFS / National Curriculum/14-19 curriculum as applicable
- 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 their subject(s) and developments in their 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 students/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
- not use data or information about pupils or Academy staff on internet or public network sites
- not act in a manner that would bring the Academy, Governing Body or Thurrock Council into disrepute
- ensure that DFE data security standards are implemented and maintained for all pupil data held by the Academy

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.