

SEAX Multi-Academy Trust

Class Tutor with an Interest in Teaching Science Thriftwood College

Thriftwood School & College Job Description & Person Specification



Job Title:	Class Tutor with an Interest in Teaching Science Thriftwood College
Grade:	Class Tutor – Main Scale
Responsible to:	Executive Headteacher/College Lead
Based at:	Thriftwood College

The SEAX Vision

“The Trust academies, within the community of Essex, will:

Provide outstanding educational experiences for children and young people with special educational needs

Put the well-being and achievement of students at the heart of all decision making”

The overriding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, students or students, the public in general and all those with whom they work or come into contact within the course of their employment or engagement by the individual academy.

Job Description: Class Tutor – Thriftwood College

Role
<p>“Teachers make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge up-to-date and are self-critical; forge positive professional relationships, and work with parents in the best interest of their students.”</p> <p><i>Teachers’ Standards September 2012</i></p>
Purpose of Job
<ul style="list-style-type: none"> • To assist in maintaining and developing the College as ‘outstanding’, providing the highest standard of teaching and learning for all students. Support the Leadership Team (LT) to secure an excellent curriculum and assessment strategy providing a high quality education system that achieves high standards for students; • Undertake all aspects of a Class Teacher’s responsibilities as shown in the Teacher Standards and to have a particular interest in teaching Science • Support the LT to track, monitor and evaluate the curriculum and assessments across the College and implement quality assurance procedures; • Use data analysis to inform development planning that improves student progress and attainment across the College; • Provide data analysis for students, parents, teachers and senior team members that directly impacts on the quality of provision and teaching;
Main Duties & Responsibilities
<ul style="list-style-type: none"> • To play a full part in the life of the College, promoting and modelling our ethos of respect and equality; • To assist in the planning and delivery of Science across the College • To promote excellence and enjoyment in the classroom and all aspects of College life; • The demonstrate commitment to safeguarding and actively promote the well-being of children and young people; • To plan, prepare and deliver motivating lessons in accordance with College Teaching and Learning policy and Curriculum offer; • To create a positive, stimulating and innovative environment for learning and maintain a well organised classroom with appropriate displays, resource areas and materials; • To effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between students and all members of the College community; • To plan and implement a curriculum to meet individual learning, personal and social needs; • To develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment for learning; • To assess, record and report on the development, progress and attainment achieved by

students in accordance with the College's assessment, monitoring and evaluation procedures;

- Experience of writing and completing an Education Health & Care Plan and College Report for individual students, ensuring that they are accurate and assessable to all parties;
- To ensure that all meetings with parents/carers (EHCP, Annual & Interim Reviews, Open Evenings etc) are supportive and focused on the needs of the child;
- To actively promote and facilitate communication with parents/carers and their involvement in teaching and learning through a shared School/Home approach;
- To actively engage in the professional development programme, monitor and assess own performance and take a proactive approach to professional development;
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager;
- To work with support staff and other teachers in the classroom to effectively plan for a range of needs and be supportive of, and sensitive to, the needs of other colleagues;
- To encourage interaction and teamwork within the College, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of College development;
- To advise other staff, including NQTs and students on teaching practice and to assist with professional development for staff and LAC members when required to do so.

The duties and responsibilities of this post may vary from time to time according to the changing needs of the College. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the Classroom Teacher and the Local Academy Committee.

Other Responsibilities

- To comply with College policies and procedures and complete risk assessments as appropriate;
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- To ensure that all duties and services provided are in accordance with the SEAX Trust's Single Equality Policy.

The SEAX Trust and Local Academy Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Personal & Professional Conduct

“A Teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a Teacher’s career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a Teacher’s professional position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of, and respect for, the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or which might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.”

Teachers’ Standards September 2012

Thriftwood Characteristics of Professional Excellence

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| <ul style="list-style-type: none"> • Respectful • Objective • Judgement • Discretion • Diplomacy • Listening • Valuing • Skilled • Reliable | <ul style="list-style-type: none"> • Dedicated • Responsible • Accountable • Flexibility • Integrity • Quality • Reflective • Developing |
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Person Specification: Class Teacher & Assessment Lead

KNOWLEDGE & QUALIFICATIONS

Essential

- Qualified Teacher Status.
- Degree or equivalent.
- An extensive knowledge of differentiation for learners with special educational needs.
- An interest in teaching Science to a range of learners from Entry Level to GCSE.

Desirable

- Experience of working with assessment tools i.e. EXCEL
- Evidence of further study.
- Knowledge and experience of specialist programmes and approaches for children/young people with Special Educational Needs (SEN).
- Ability to communicate complex ideas to colleagues.

PROFESSIONAL SKILLS & EXPERIENCE

Essential

- Successful experience of teaching learners with special educational needs.
- Experience of supporting and coaching others.
- A strong record of accomplishment of working with parents/cares.
- Experience of chairing and coordinating EHCP, Annual & interim Reviews, Open Evenings, etc.
- A proven ability to work with a wide range of professionals.
- A record of accomplishment of delivering outstanding lessons.
- The ability to maintain a work/life balance and awareness of own wellbeing.
- An understanding of how to use data effectively to track and monitor progress and show impact of actions.
- The ability and presence to communicate effectively in a range of situations.
- Experience of writing and completing an Education Health & Care Plan and College Report for individual students, ensuring that they are accurate and assessable to all parties.

Desirable

- Leading role in the development and implementation of assessment processes.

PERSONAL SKILLS, QUALITIES & ATTRIBUTES

Essential

- Good organisational skills/ ability to meet deadlines.
- Passionate about the education of pupils who have SEN.
- Confidence and excellent interpersonal skills.
- A sense of humour and perspective.
- Excellent attendance and punctuality.
- Enthusiasm, stamina, energy and drive.
- Flexible and approachable.
- Committed to promoting equal opportunities.
- The ability to be reflective and self-critical.
- Strong organisation and time management skills.

Desirable

- The ability to work as part of a team.
- The ability to enthuse and inspire others.
- Approachable, able to develop and maintain positive, professional relationships with others.
- High expectations of self, other staff and learners.
- Commitment to the boarder life of the College.
- Good I.T. skills.