



# Northumberland Church of England Academy Trust

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Teacher within our Specialist support base
<b>SCHOOL:</b>	Duke's Secondary School's specialist support base
<b>GRADE:</b>	MPS (1.0 FTE)
<b>RESPONSIBLE TO:</b>	Head of SSB provision

Northumberland Church of England School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England School.

### PURPOSE OF JOB:

**This is an exciting opportunity to become the designated teacher within our newly established Specialist Support Base (SSB). You will work as part of a dedicated team of three staff, supporting a class of up to eight students. The SSB is a specialist provision located within the school grounds, while operating as a separate learning environment, designed to support students from our community with an Educational, Health and Care Plan (EHCP) relating to Social, Emotional and Mental Health (SEMH) needs. This unique role offers the opportunity to make a meaningful and lasting impact on both the education and personal development of these young people, helping them to achieve their full potential in a nurturing and supportive setting.**

### EMPLOYMENT DUTIES:

The job description is to be performed in accordance with the School Teachers' Pay and Conditions Document and the teaching standards.

- To plan, teach, mark and assess work for students in the SSB in accordance with the needs of the students in the SSB, following work schemes and syllabus content as appropriate.
- To lead on the development of curriculum plans, teaching materials and work schemes, in line with school policies and the needs of the students within the SSB provision.
- To monitor and keep accurate records of individual student progress and to regularly share with parents.
- To contribute to the implementation of an effective rewards system that contributes positively to the behaviour of students within the SSB
- To support/lead on the planning of appropriate trips and visits which support the academic or personal

development of the students

- To liaise with the head of the SSB, SENDCO, HLTA & teaching assistants and other staff within the provision where appropriate.
- To provide reports to parents and other documentary evidence on student progress as required.
- To control and oversee the use and storage of books, equipment and other materials provided for class use.
- To teach, according to the specific educational needs of the students within the SSB.
- To be responsible for the good order of students in lessons, for the appearance of the classroom, and for the whole SSB in general, in order to maintain a good ethos and working environment.
- To maintain discipline in accordance with the rules and disciplinary systems of the SSB and the school.

This may be adapted to suit the needs of the students but must be discussed with head of the SSB first

- To be responsible for the accurate daily marking of the register and for seeing that all information kept in the register is maintained up to date.
- To report all absences swiftly, and to monitor and follow up attendance matters quickly and persistently where appropriate.
- To maintain the highest standard of uniform, good appearance and behaviour by the students.
- To foster good home/school relationships and to participate in consultations or meetings with parents, including parent consultation evenings.
- To support in the supervision of students at social times in order to maintain the smooth running of the provision
- To attend and contribute to team meetings, discussions and management systems necessary to coordinate the work of the SSB team
- To provide equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunity policy.
- To safeguard and promote the welfare of children.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned to a teacher. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Teacher of the ARC	Department:		Assessment Method
	<b>Essential</b>	<b>Desirable</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Qualified teacher status</li> <li>● A proven track record of high quality teaching which has had an impact on student success</li> <li>● Experience of working with children with SEND</li> <li>● Previous experience of working in a mainstream setting or specialist provision</li> </ul>		
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>● A highly professional approach to their work</li> <li>● Great energy, enthusiasm and a real drive to make things happen</li> <li>● A passionate desire to make a difference for children with additional needs</li> <li>● Value the education of every student as equally important</li> <li>● Be committed to equal opportunities</li> <li>● Believe in students' entitlement to a meaningful education</li> <li>● Recognize that it is the responsibility of teachers to provide active support and challenge to students</li> <li>● Be committed to a high quality in all aspects of their work</li> <li>● Have an understanding and experience of data tracking for students</li> <li>● Work on their own initiative and be part of a team</li> <li>● Use emotional intelligence to manage students and situations effectively</li> <li>● Use of data to enable student progress</li> <li>● Use ICT effectively and with confidence</li> <li>● Manage students attitudes and behaviors</li> <li>● Excellent attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>● The desire for further career progression</li> </ul>	