

**Post:** Primary Teacher  
**Location:** Meadowbrook College  
**Salary:** MPS/UPS + SEN 1

**Reporting to:** Assistant Headteacher

**RESPONSIBILITIES:** To be an effective teaching professional who can take responsibility for the education and welfare of learners in accordance with the current School Teachers' Pay and Conditions document, having regard to the National Curriculum, and school policies. In all aspects of the post they must seek to actively promote the educational aims and ethos of the school.

The post holder may be expected to work across the Meadowbrook College sites as required. The duties outlined in this job may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job and needs of the school, commensurate with the salary and job title.

The following covers the primary functions of the post:

- To carry out the professional duties and legal requirements as specified in the TTA's National standards for a main grade teacher
- To play a full role in implementing Meadowbrook College's agreed learning and behaviour policies, taking responsibility for pupils' learning and behaviour both in and outside of the classroom
- Set high expectations for students' by establishing a purposeful working atmosphere and taking responsibility for student's learning and behaviour both in and outside of the classroom, in accordance with the Teaching & Learning and Behaviour policies
- To take responsibility for planning and implementing appropriate work programmes for the primary curriculum, within the framework of national and school policies, to small groups of learners aged 5-11
- Take account of students' prior levels of attainment and behaviour and use them to set targets so that all students make progress
- To keep full and detailed records, in line with the agreed Meadowbrook College practice
- To participate in regular staff meetings and professional training sessions as required
- To undertake regular self-evaluation/review and make an active contribution to the College's development cycle
- To undertake continued professional development and maintain an understanding and awareness of developments in relating to working with pupils presenting social, emotional, behavioural and/or learning difficulties as well as in curriculum development
- To take part in the College's performance management cycle
- To integrate Meadowbrook's policy on equal opportunities into all aspects of the work of RAT Academy Trust
- To discharge other duties, as required by the Headteacher and Senior Leadership Team within the scope and status of the post
- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation
- To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, behaviour policy, restorative practice and team teach protocols and the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.

**ADDITIONAL SPECIFIC RESPONSIBILITIES:**

- Work in collaboration with and support other team members
- Supervise students in off-site activities
- Develop expertise in reading interventions in order to maximise students' skills in literacy
- To support students and colleagues through supervision of students during break times
- To undertake the role of personal tutor for a group of learners:
  - Contributing to the assessment of learners needs, pupil profiles and reviews
  - Working with parents, schools and other professionals to implement educational programmes and facilitate reintegration.
- Set and monitor appropriate and demanding expectations for students' learning, motivation and presentation of work.
- Contribute to the outreach programme in local primary schools serving to support students at risk of exclusion.

**ASSESSMENT, RECORDING AND REPORTING:**

- Maintain up-to-date files and records
- Carry out agreed assessment programmes to contribute to the ongoing monitoring of student's progress
- Be familiar with SEND issues, progress and behaviour targets for individual students
- Produce or contribute to appropriate reports for students, parents/carers, schools & professionals as required
- Make appropriate contact with schools, parents/carers and other relevant professionals to inform them of student progress.

**PASTORAL WORK:**

- Act as a personal tutor for a small group of students
- Be aware of child protection issues and report concerns to the responsible Teacher
- Liaise with parents/carers over student progress. Make home visits if necessary
- Work alongside staff from other agencies
- Attend appropriate meetings to support individual students where appropriate.

**PROFESSIONAL STANDARDS:**

- Maintain the National Standards for Teachers
- Support and deliver all programme policies and procedures
- Take responsibility for one's own professional development and participate in staff training when provided
- Undertake duties as prescribed in Meadowbrook College policies
- Attend and contribute to Meadowbrook College team and staff meetings
- Undertake professional duties that may be reasonably assigned by the Headteacher
- Be proactive and take responsibility for matters relating to Health and Safety.

The duties outlined in this job description may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job and needs of the school, commensurate with the salary and job title.

**PERSON SPECIFICATION**

	Essential	Desirable
<b>Qualifications</b>		
Educated with a good degree in relevant subject/field	✓	
Experience of working in an SEN/AP setting		✓
Qualified teacher status	✓	
<b>Experience</b>		
A proven track record of at least 2 years successful class teaching in mixed ability classes in a primary school		✓
Ability to use ICT effectively to promote learning and manage admin effectively	✓	
A proven track record of raising the attainment and achievement of learners who present difficulties with their behaviour	✓	
Ability to devise personalised learning outcomes for learners on a lesson by lesson basis	✓	
High quality teaching to pupils of all abilities.	✓	
Understanding of effective strategies for maintaining high standards of discipline and behaviour as it relates to achieving high rates of progress for children with challenging behaviours	✓	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	✓	
Experience of attaining high quality outcomes with students/pupils	✓	
Experience as a personal form tutor	✓	
The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process	✓	
Experience of supporting colleagues from other schools with curriculum or pastoral care interventions		✓
Experience of delivering training to groups of professionals in primary schools eg. teachers/LSAs/TAs		✓
Experience of working with children with SEMH needs		✓
Experience of working with children affected by trauma and Adverse Childhood Experiences		✓
<b>Skills</b>		
<b>Personal</b>		
Interest, encourage, motivate and engage young learners	✓	
Create a well-organised, stimulating learning environment	✓	
Make effective use of learning mentors in the classroom	✓	
Must be well presented and well organised	✓	
Excellent communication and organisational skills	✓	
Use methods and resources to ensure all students learn effectively	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Excellent creative teaching ability	✓	
Commitment to personal career development	✓	
Ability to make a significant contribution to a school ethos that promotes high achievement	✓	

<b>Knowledge and Understanding</b>		
Good subject knowledge of primary curriculum	✓	
Up to date knowledge of Ofsted Developments regarding the National Curriculum		✓
Ability to develop/prepare differentiated schemes of work	✓	
Good understanding of current theory around best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children with challenging behaviours	✓	
An understanding of safeguarding and equality of opportunity issues and how they can be addressed in schools	✓	
An understanding of how children are affected by trauma and how this impacts on their learning and ability to engage with school		✓
Knowledge of a variety of intervention 'tools' which can be used to support children with their learning		✓
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate strategies to support them	✓	
<b>Other</b>		
Current driving licence, business insurance and willingness to use own car to transport students	✓	

Please note: this job description/person specification will develop alongside the person in post.