

**JOB DESCRIPTION: PRIMARY TEACHER – FULL TIME**

**RESPONSIBLE TO: Assistant Head Teacher- Primary**

**JOB SUMMARY:** The post holder will be expected to lead the teaching of and co-ordinate flexible, person-centred programmes of study for designated individuals and groups of young people in Key Stages 1 and 2 with SEMH and complex needs. To take responsibility in developing the curriculum in consultation with the Assistant Head Teacher that will support the progress for all children and to also be prepared to run a lunchtime or after school activity.

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### **DUTIES AND RESPONSIBILITIES**

1. To teach range of subjects including English and Maths.
2. To prepare, plan and assess teaching sessions as part of each young person's education programme.
3. To teach within the framework of the National Curriculum and other programmes where appropriate.
4. To maintain an awareness of curriculum developments both locally and nationally.
5. To be responsible for the planning of schemes of work for specific areas of responsibility.
6. To contribute to the Primary section by demonstrating outstanding practice at all times and acting as a role model for other teachers.
7. To support colleagues and peers to develop their expertise in planning, preparation, assessment and target setting.
8. To oversee exam entries in liaison with the Head Teacher and other members of the education team.
9. To be responsible for the compilation of each young person's education timetable in liaison with the Head Teacher.
10. Attend and actively contribute to staff meetings and represent the whole education team at meetings as appropriate,
11. Share relevant information with colleagues to ensure that an overview of the education service is maintained.
12. Lead/contribute to presentations relating to education where appropriate.
13. Make baseline and potential assessments of educational attainment, and set challenging yet achievable targets for improvement.
14. Monitor progress of young people through regular tracking of performance.
15. Present written assessments of individual referrals as required.
16. Liaise with previous educational establishments and LA's especially for those young people with Education, Health and Care Plans.

17. Write and implement Individual Education Plans for each young person in liaison with the education team.
18. Write reports for Annual Reviews for pupils in the Class/Tutor Group.
19. Deliver lessons creatively, using the whole site and not restricting learning to the classroom.
20. Build a relationship with all young people, which encourage their interest and participation in education.
21. Assess and manage risk effectively in education and community settings.
22. To facilitate effective communication and record keeping of young people's progress.
23. Write and present education reports.
24. Work collaboratively with all members of the multi-disciplinary team and share information with team members in informal and formal situations.
25. Report relevant aspects of the young person's educational performance and behaviour outcomes' to appropriate multi-disciplinary team members and outside agencies.
26. Attend mandatory training.
27. Identify purposeful educational training needs that will benefit personal professional development, other colleagues and/or young people.
28. Maintain high professional standards at all times in terms of personal behaviour and carrying out duties as an educationalist.
29. Reflect on and evaluate your own performance and the performance of the team.
30. Participate in supervision/training groups.
31. Demonstrate evidence of professional development through participation in internal and external training opportunities, personal study and practical experience.
32. Apply specialist knowledge and skills in order to demonstrate professional proficiency.

## PERSON SPECIFICATION

Category	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>			
Qualified teacher status.	✓		Interview Application Form
<b>Knowledge &amp; Experience</b>			
Knowledge of current education in terms of practice and process.	✓		Interview/Application Form
Knowledge of online learning opportunities.	✓		Interview/Application Form
Knowledge of the National curriculum and other programmes related to Primary Phase education.	✓		Interview/Application Form
Experience of working with young people and/or young adults with SEMH/behavioural difficulties.	✓		Interview/Application Form
<b>Skills &amp; Abilities</b>			
Ability to lead and motivate staff and act as an effective role model.	✓		Interview/Application Form
Ability to lead and work effectively in a team.	✓		Interview/Application Form
Effective IT skills.	✓		Interview/Application Form
The desire to work with a challenging client group and empower them to succeed.	✓		Interview/Application Form
Flexibility.	✓		Interview/Application Form
Ability to work under minimal supervision.	✓		Interview/Application Form
Ability to build and maintain effective working relationships.	✓		Interview/Application Form
Ability to reflect and critically appraise own performance	✓		Interview/Application Form
Ability to maintain accurate record keeping systems.	✓		Interview/Application Form
Ability to demonstrate an awareness of equality issues and commitment to the aims and objectives of the policy in employment and client care and education. Able to deal fairly and equally with colleagues and young people.	✓		Interview/Application Form
Ability to cope with the physical and emotional demands of working with challenging young people.	✓		Interview/Application Form
To promote a positive outlook in preparing the young people for Secondary education and growing up.	✓		Interview/Application Form
Awareness of planning programmes of study for a range of subject areas.	✓		Interview/Application Form

Awareness of effective teaching and learning styles and assessment.	✓		Interview/Application form
Commitment to client centred non-discriminatory practice.	✓		Interview/Application Form
Effective communication and presentation skills.	✓		Interview/Application Form