

Academy Co-Teacher (Unqualified Teacher)

Job Description

Introduction

Part of Wellspring Multi Academy Trust, Joseph Norton Academy is the only special school in Kirklees catering for pupils in Key Stages 2-4 with severe and complex Social, Emotional and Mental Health difficulties (SEMH). Joseph Norton Academy is the same as any other school in that we have high expectations of our pupils; build a secure and happy atmosphere in which pupils can learn effectively and offer a broad range of subjects and qualifications, including GCSEs. However, we are different to other schools in that we organise our pupils into nurture groups; structure our day and our curriculum to support pupils with SEMH difficulties and employ specialist staff to support the special educational needs of our pupils.

As an Academy Co-Teacher you will implement and deliver an appropriate and differentiated curriculum for identified groups of pupils with support from teaching staff. You will be responsible for the learning and achievement of pupils in your group and ensure equality of opportunity for all. You will attend appropriate courses for professional development and achieve Qualified Teacher Status with an agreed timescale.

Purpose of Post

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils with support from teaching staff
- To monitor and support the overall progress and development of pupils
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of pupils' attainment and behaviour
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- Undertake appropriate continuous professional development to qualify as a teacher

Responsible for: Providing learning experiences and support for pupils

Liaising with: Senior Leadership Team, teaching staff, support staff, school representatives, external agencies, parents and training partners.

Key Areas

1. Operational / Strategic Planning
2. Professional Development
3. Management Information
4. Quality Assurance
5. Communications
6. Management of Resources
7. Pastoral Systems
8. Teaching
9. Additional Duties

Operational / Strategic Planning

- To contribute to whole school planning activities
- To contribute to curriculum areas
- To assist in the development of appropriate curriculum, resources, schemes of work, marking and teaching strategies and policies in curriculum areas and departments
- To plan and prepare courses and lessons with oversight from qualified teaching staff
- To select and prepare resources, and plan for their safe and effective organisation, taking into account pupils' interests, learning needs, language and cultural backgrounds, with the help of support staff where appropriate
- To contribute to teaching team meetings and events

Professional Development

- To actively take part in staff development programmes
- Work towards Qualified Teaching Status as part of an agreed long term plan
- To continue independent personal development in relevant areas including subject knowledge and teaching pedagogy
- To engage actively in the school's Performance Development and Review process
- To support teams in the effective/efficient deployment of support staff
- To work as a member of a designated team and to contribute positively to effective working relations
- To develop and assist teaching programmes in conjunction with support staff and monitor and review their implementation
- To assess the progress of pupils and direct the work of support staff in the delivery of educational programmes
- To participate in the induction programme

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information to the Headteacher and Senior Leadership Team
- To complete relevant documentation to assist in the tracking and monitoring of pupils
- To track pupil progress and use information to inform teaching and learning and respond to the Headteacher and Senior Leadership Team

Quality Assurance

- To help to implement school quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation with teaching staff
- To seek/implement modification and improvement where required
- To take part in reviewing methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school with all staff

Communications

- To communicate effectively with parents and carers as appropriate

- To co-operate and communicate with other teaching and support staff
- Where appropriate, to communicate and co-operate with outside agencies
- To follow agreed policies for communications in the school

Management of Resources

- To support the process of ordering and allocating equipment and materials with relevant staff
- To identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of all

Pastoral System:

- To promote the general progress and well-being of individual pupils
- To liaise with Senior Leaders and the Pastoral Team to ensure the implementation of the school's pastoral systems
- To encourage pupil's full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of pupils and keep up-to date pupil records as may be required including Self-Regulation Plans, PEPs, EHCPs and SEMH trackers etc.
- To contribute to the preparation of Learner Journals, progress files and other reports
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents and carers of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils after consultation with the appropriate staff
- To apply the Positive Behaviour Policy and individual Self-Regulation Plans so that effective learning can take place.

Teaching:

- To teach pupils according to their educational and special educational needs, including the setting and marking of work carried out by pupils in the school and elsewhere in liaison with other teaching staff
- To assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required by the Headteacher and SLT
- To contribute to written assessments, reports and references relating to individual pupils and groups of pupils
- To undertake a designated programme of teaching related to a curriculum map or scheme of work
- To ensure a high quality learning experience for pupils
- To prepare materials for the day
- To use ICT effectively in the delivery of teaching and learning
- To use a variety of delivery methods that will stimulate learning appropriate to student needs and demands of the curriculum
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To promote Social, Moral, Spiritual and Cultural aspects of the curriculum alongside British Values.

Additional Duties:

- To comply with the school's Equality Policy, Safeguarding Policy and Health & Safety Policy, and complete enhanced disclosure forms
- To play a full part in the life of the school's community, to support its vision and ethos and to be a good role model for all pupils

General

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role. The post holder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

You must carry out your duties with due regard to current and future School's/Trust's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications.

RESPONSIBLE TO: Headteacher / Leadership Team / Teacher

RESPONSIBLE FOR: Inclusion Support Workers

Personal Specification

Please note: The Person Specification is a picture of the education, knowledge, skills and experience required to carry out the job. The successful candidate must satisfy all of the essential criteria. Shortlisting will be on the basis of the criteria indicated in the Evidence column.

Requirements	Essential	Desirable	Evidence
Qualifications / Education / Other			
A high grade pass in GCSE maths, English and science or equivalent	X		Application Form / Certificates
Qualifications linked to working with children with SEND		X	Application Form / Certificates
Professional Development Experience			
Evidence of further training in SEND		X	Application Form / Interview
Evidence of developing courses		X	Application Form / Interview
Willingness and ability to work towards a teaching qualification	X		Application Form / Interview
Experience of working with children having SEND	X		Application Form / Interview
Willingness to participate in the school's Induction and CPR programme	X		Application Form / Interview
Knowledge / Skills			
Evidence of ability to lead a group	X		Interview/References
ICT Literate	X		Application Form

Evidence of having influenced the quality of learning, in present role	X		Application Form / Interview
Contribute to the writing and implementation of relevant plans and resources		X	Interview
Understanding and knowledge of a variety of positive behaviour management strategies	X		Application Form / Interview
Personal Qualities			
Empathy with children / parents who are experiencing difficulties	X		Application Form / Interview
Flexible approach to people and situations	X		Interview
A keenness for further professional development	X		Interview
Interests / Motivation relevant to the post			
Willingness to work in close partnership with staff, parents and other professionals	X		Interview
Ability to contribute to extra-curricular activities		X	Interview
Commitment			
Commitment to the school, pupils and parents	X		Interview
Commitment to the school's Safeguarding, Equality Policy, SMSC, British Values and a willingness to promote the ethos of the school	X		Interview