Job Description

Job Title:	**Service Area:**
Teacher	Pupil Referral Unit (PRU)
Salary scale:	**Date last updated:**
MPS / UPS	February 2014

Overall Purpose of Job

To carry out professional duties of a teacher as circumstances may require.

To plan, teach and evaluate programmes of study for students taught at the school and liaise with colleagues at partner sites to ensure maximum opportunities and access to accreditation.

To promote the general well-being of individual students and of any class or group assigned to the teacher.

To carry out such other associated duties as are reasonably assigned by the Headteacher.

Applicable Contract Terms and Duties

All teachers are required to undertake the duties of School Teachers as set out in the School Teachers' Pay and Conditions Document. The post is otherwise subject to the Conditions of Service for schoolteachers in England & Wales (the 'Burgundy Book') and locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

Duties and Responsibilities

1. Plan and prepare lessons in accordance with the school's policies, being aware of and making provision for the needs for inclusion of all students and groups.

2. Deliver and evaluate carefully structured, stimulating lessons that are consistently good/outstanding to assigned students.

3. Co-ordinate the use of support staff and other adults to ensure their effective contribution to students' learning.

4. Monitor the objectives and targets for all students, including those with SEN and promote the importance of raising their achievement.

5. Maintain detailed records of students' progress and provide data on student progress as required.

6. Use the analysis of student data to inform planning and interventions with students.

7. Prepare short, medium and long-term plans for students taught.

8. Carry out specific duties in relation to your subject area, including:
   - Provide or contribute to verbal and written assessments of individual students or groups of students.
   - Monitor and evaluate assessment data to identify trends in student performance and issues for development.
   - Identify appropriate accreditation opportunities and implement curriculum and systems of assessment and direct resources to ensure maximum opportunities.
   - Define intervention strategies to address issues for development, evaluate and report on effectiveness of such strategies.
   - Co-ordinate the planning of appropriate strategies to achieve student progress target levels and objectives in contributing to the school's overall objectives.
   - Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in planning.
   - Ensure that agreed student progress target levels are achieved or exceeded.
   - Encourage student's motivation and enthusiasm in the subject, developing positive responses to challenge and high expectations.
   - Coordinate exam entries and ensure that students are prepared for exams.

9. Use positive behaviour management strategies with all students in line with the school's policy.

10. Act as a tutor to assigned students if required, providing pastoral support.

11. Ensure that any educational visits are planned in accordance with the Educational Visits Policy.

12. Ensure that duties are carried out to the highest professional standards and in accordance with the school policies.

13. Participate in the implementation of the school's Performance Management and Staff Appraisal. Take part in peer observations of colleagues as part of the professional development process.

14. Contribute to the review and evaluation of services provided by the School through:

    - Regular review and development, with colleagues, of the School Development Plan.

    - Contributing to the School Self Evaluation Form (SEF).

15. Take responsibility for one's own professional development.

16. Actively contribute to regular staff meetings and the school's INSET programme.

17. Liaise with a range of partners, including parents/carers, schools and other agencies as required.

18. Actively contribute to a positive, forward looking and supportive ethos at the School and demonstrate a commitment to continuous improvement.

19. Promote equality of opportunity in the delivery of services and employment practices.

20. Use financial and resource management innovatively and effectively.

Person Specification

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CRITERIA	**METHOD OF ASSESSMENT**
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
Qualifications	
Educated to degree level.	Application Form
Qualified Teaching Status.	Application Form / Interview
Professional Knowledge and Understanding	
Knowledge of effective strategies to include, and meet the needs of all students, in particular underachieving groups of students.	Application Form / Interview
An understanding of behaviour management procedures.	Application Form / Interview
Knowledge of safeguarding procedures.	Application Form / Interview
Demonstrated commitment to continuous improvement of practice as a classroom teacher.	Application Form / Interview
Professional Skills and Abilities	
Experience of working in a school or Pupil Referral Unit.	Application Form / Interview
Experience of creating an environment that is conductive to effective learning by students who are experiencing social, emotional and behaviour difficulties and mental health difficulties.	Application Form / Interview
A good classroom practitioner willing and able to teach a class in key stage 3 or 4.	Application Form / Interview
The ability to plan lessons effectively for all students in a class, setting clear learning intentions and differentiated tasks.	Application Form / Interview
Experience of ensuring that the special educational needs of	Application Form /

students are met.	Interview
The ability to assess and review the progress of students, considering their difficulties and family circumstances and plan appropriate responses.	Application Form / Interview
The ability to prepare reports and maintain own work files.	Application Form / Interview
The ability to analyse data and use results to improve student performance.	Application Form / Interview
Good communication skills both verbal and written.	Application Form / Interview
Personal Qualities	
Experience of working with others to ensure that all understand and are committed to the school's values, aims and objectives.	Application Form / Interview
Willing and able to engage with parents/carers to encourage their involvement in the education of their children.	Application Form / Interview
The ability to work effectively and flexibly as part of a team to accommodate and meet student needs	Application Form / Interview
Positive approach to working together with and supporting colleagues	Application Form / Interview
The ability to work intuitively and independently.	Application Form / Interview
Personal resilience	
A commitment to the Equal Opportunities practice throughout the school including the Authority's priority of inclusive education.	Application Form / Interview
Other	
The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEBD setting.	Application Form / Interview
This post is subject to an enhanced CRB check.	Application Form / Interview