

# Job Description & Person Specification

**POST TITLE:       TEACHER**

**REPORTING TO:    HEADTEACHER**

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## **OBJECTIVES**

1. To provide high quality, person-centred education recognising the potential of each Pupil and to promote through actions, words and encouragement the achievement of that potential through working as part of a team.
2. To meet the individual educational needs of Pupils in a way that promotes, dignity, privacy, safety and independence and whilst being supportive and empathetic to the needs of our Young People demonstrate the ability to manage inappropriate behaviour and positively promote good behaviour in all circumstances.
3. To provide education to DfE standards to Pupils in the school and at other suitable locations
4. To have an understanding of the regulations and requirements for Registration and Inspection (S162a) as an Independent Special School.
5. To participate in the care and assessment of individual needs, including the delivery of services designed to meet such identified needs whilst assisting teaching Colleagues and other professionals by providing educational teaching to the Pupils.
6. To help the organisation maintain independent school status.
7. To help create a dynamic, caring, fun environment which supports all the aims described.
8. To ensure the effective use of resources in providing education and support.

## **KEY RESPONSIBILITIES**

### **Providing Person-Centred Education:**

1. Develop an understanding of the operating philosophy, aims and objectives and facilities and services provided as laid down in the Statement of Purpose.
2. Develop an understanding of the health and social care needs, strengths, challenges and disabilities of the Pupils who use our service.
3. Responsible for provision of the statutory education to all applicable Young People in Phoenix Learning & Care Limited.
4. Encourage Pupil participation, involvement and personal fulfilment by managing all aspects of teaching, planning, assessment and students' learning associated with the teacher's curriculum responsibilities and as directed by the Head Teacher.

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5. Ensure the professional development of both the staff team and themselves, through the participation, preparation and presentation of training and courses.
6. Supporting an individualised curriculum with stimulating and interesting topics and tasks within an agreed program of activities.
7. To ensure that there are well-presented, regularly changed visual displays in classrooms and around the school which reflect Pupils' work undertaken with the teacher.
8. Setting-up equipment and getting things prepared for lessons.
9. Helping pupils who need extra support to complete tasks.
10. Helping with school activities, sports events and outings.
11. Provide educational support in an imaginative, adventurous and effective manner to make education fun!
12. Be aware of areas of high risk as identified in risk assessments and provide support in line with individual risk management education plans.
13. Contribute to the monitoring of the physical health and psychological well-being of Pupils who use our services and report any changes.
14. Understand the importance of promoting independence and diversity in providing education support.
15. Assist, as appropriate to your skills and abilities, with specific aspects of teaching, planning, assessment and students' learning as directed by the Teacher or Head Teacher.
16. Meet the Pupils behavioural and emotional needs in helping them to become socially aware, encouraging them to take responsibility for their own behaviour and understand expectations in accordance with their care plan and age.

### **Communication**

17. Encourage Pupils to communicate their needs and to engage them in the process of delivery of education and support.
18. Liaise with local education authorities regarding the placement of our Young People in mainstream education provision or other such provision as they provide.
19. Provide verbal and/or written evidence of support and education given over a span of duty and report any changes in care needs and physical or emotional well-being.
20. Take steps to ensure confidentiality of records & information in day-to-day communication & understand when certain information may need to be passed on.
21. Use appropriate means of communication to promote good relationships with Colleagues, Pupil's relatives, the local community and any other parties with whom Phoenix Learning & Care has dealings.
22. Assist the Head Teacher to operate the school within the financial restraints of the operating budgets, work in a manner which helps to prevent theft and fraud and always to work with honesty and integrity.

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23. Report all concerns you or others have regarding the ability of the service to meet the needs of those using the service including potential abuse, comments or complaints.
24. Read and understand the appropriate Policies of the organisation raising any issues or knowledge gaps with the Head Teacher immediately.
25. Welcome and be courteous to all visitors to the service ensuring safeguarding procedures are followed at all times.
26. Attend senior Colleague meetings, managers meetings, statutory reviews and planning meetings and all other meetings, sessions or reviews as directed by senior management inclusive of employee meetings as directed including Supervisions, Appraisals and the like.
27. Assist in the school office paperwork, data entry and answering the telephone.
28. Work efficiently, planning ahead to prevent wasted journeys and extra expenses.
29. Work flexibly with regards to the duties performed and the hours worked, to ensure the smooth running of the school.
30. Work to support Pupil's learning outside of traditional school hours including evenings and weekends.

**Health and Safety:**

31. Understand your responsibilities under the Health and Safety at Work Act 1974 and act by taking reasonable care of the safety of those who use our services, colleagues, the public and yourself.
32. Be aware of the work-place hazards identified in the General Risk Assessments and COSHH risk assessments and the management controls described.
33. Be aware of the fire hazards identified in the Fire Risk Assessment, the management controls identified and your role in fire prevention and what to do in the event of a fire.
34. Apply the principles of safe food handling as they apply to your work.
35. Understand your role in infection control and in reducing and managing these risks by implementing Phoenix policies and Best Practice guidelines.
36. Promptly report any accidents, adverse incidents or observations of injury.
37. To complete domestic duties in the school ensuring that the school is clean and tidy, and if necessary help Pupils keep their space clean.
38. Promptly report any health and safety hazards, maintenance issues or malfunction of any systems, building elements or equipment, including heating, lighting, fire, security or call systems to you Line Manager or Health & Safety representative.

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**PERSON SPECIFICATION  
TEACHER**

CATEGORY	ESSENTIAL	DESIRABLE	METHD OF ASSESSMENT
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Teaching experience required.</li> <li>• Experience of BESD/SEBD settings</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a care setting</li> <li>• Experience of supporting vulnerable individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
<b>EDUCATION &amp; TRAINING</b>	<ul style="list-style-type: none"> <li>• Teaching qualification required</li> <li>• Good standard of education – GCSE’s or equivalent at level 2 including Literacy and Numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare qualification, NVQ or equivalent</li> <li>• Supporting Teaching and Learning in Schools CACHE Level 2 Certificate</li> <li>• Teaching Qualification</li> <li>• Sports / activity qualification</li> <li>• First Aid</li> <li>• Health and Safety</li> <li>• Basic Food Hygiene</li> <li>• Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• Application Form</li> </ul>
<b>SKILLS &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of Ofsted and Govt paper - “Every Child Matters’</li> <li>• Understanding the needs of SEBD children including managing and challenging behaviour</li> <li>• Ability to produce written reports</li> <li>• Ability to communicate clearly and effectively with colleagues and clients (verbally and non verbally)</li> <li>• Ability to work alone and use initiative</li> <li>• Organisational skills</li> <li>• Ability to work under own initiative and as part of a team</li> <li>• Ability to communicate effectively with parents/carers, external</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the values that underpin the delivery of person-centred care and consistently reflect these values in the individualised care and support offered to people who use our services</li> <li>• Outdoor pursuits skills</li> <li>• Experience of working with SEBD children</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>

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	<p>agencies, Pupils and colleagues both verbally and in writing</p> <ul style="list-style-type: none"> <li>• Understanding of behavioural challenges and the ability to manage them (e.g. de-escalating behaviour)</li> <li>• Good IT skills (ability to use Word, Excel, e-mail)</li> </ul>		
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Consistent approach.</li> <li>• Flexible &amp; reliable.</li> <li>• Neat &amp; tidy appearance.</li> <li>• Caring Attitude.</li> <li>• Ability to work in a team.</li> <li>• Happy to participate in and accept supervision and instruction</li> <li>• Sense of humour, patient and compassionate.</li> <li>• Conscientious</li> <li>• Ability to cope with challenging daily demands</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a team setting</li> <li>• Communicate effectively with the people who use our services, within the Care Team and with families and other agencies.</li> <li>• Understand and fulfil responsibilities with regard to Health and Safety and managing risk</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>ADDITIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Honest &amp; trustworthy</li> <li>• Driving licence/transport</li> <li>• Willing to participate in and support indoor and outdoor education</li> </ul>	<ul style="list-style-type: none"> <li>• Use of a mobile phone</li> <li>• Knowledge of local area</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>

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