

Academy Co-Teacher

Unqualified TPS, Pt 4

Job Description

Purpose of the Post

As Academy Co-Teacher you will work under the guidance of a Class teacher to support the delivery of an appropriately broad, balanced and differentiated curriculum for specific groups of learners. Over time, you will gain Qualified Teacher Status and will be active in pursuit of this goal. You will embrace the ethos of the Partnership supporting the progress and inclusion of all pupils demonstrating the Academy values including unconditional positive regard.

Key Areas

Under the guidance of the class teacher you will:

Co-teaching

- Undertake a designated programme of teaching related to the curriculum map
- Teach pupils according to their needs, including the setting and marking of work
- Assess, record and report on the attendance, progress, development and attainment of pupils and keep such records as are required by school
- Contribute to written assessments, reports and references
- Prepare materials for the day
- Use ICT effectively to support teaching, learning and assessment
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work
- Promote Social, Moral, Spiritual and Cultural aspects of the curriculum alongside British Values.

Co-planning

- Assist in the teacher development of an appropriate curriculum, resources, schemes of work, marking policies and teaching strategies in curriculum areas and departments
- Plan and prepare courses and lessons with oversight from teaching staff
- Select and prepare resources, and plan for their safe and effective organisation, taking into account pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate
- Contribute to team meetings and events

Professional Development

- Take part in a range of development programmes and opportunities
- Actively work towards QTS
- Engage actively in the Performance Management Review process
- Support teams in the effective/efficient deployment of teaching assistants

- Work as a member of a designated team and to contribute positively to effective working relations and the development of this team
- Participate in the induction programme
- Participate in the Destination Outstanding Programme

Quality Assurance

- Support the implementation of quality assurance activities
- Contribute to the process of monitoring and evaluation with teaching staff
- Make modifications and improvements where required
- To take part in reviewing methods of teaching and programmes of work

Other

- Communicate effectively with parents and careers
- Co-operate and communicate with other teaching and support staff
- Where appropriate, communicate and co-operate with outside agencies
- Follow agreed policies for communications in the school
- Support the process of ordering, allocating and sharing equipment and materials with relevant staff
- Promote the general progress and well-being of children
- Liaise with to ensure the implementation of the school's pastoral and behaviour systems
- Contribute to other aspects of school life

Responsible to: Senior Leadership Team / Teaching staff

Employee Supervision: Support Staff

Knowledge, experience and skills:	E/D
E = Essential D = Desirable	
<p>Experience</p> <ol style="list-style-type: none"> 1. Relevant experience in a school or similar setting. 2. Experience of working with children and young people with special educational needs and/or social, emotional and mental health difficulties. 3. Experience of effectively and positively managing a class and leading learning with groups of pupils, using appropriate strategies to enable them to settle to learn. 4. Experience of using restorative practices. <p>Knowledge</p> <ol style="list-style-type: none"> 6. Understanding of pupils' needs in order to support them effectively by personalised and differentiated learning and appropriate interventions. 7. Knowledge of issues and needs that affect behaviour and strategies to support. 8. Knowledge of child development, the range of ways that pupils learn and how to motivate them. 9. Full understanding of the range of multi-agency support required and available to pupils. 10. Full working knowledge of relevant safeguarding, equality and health and safety policies, codes of practice and legislation. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>

All staff, regardless of their position, are expected to undertake TeamTeach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safely, from least intrusive to more restrictive holds.

As part of your wider duties and responsibilities you will be 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.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

25 May 2023