



Job Description

Job Title: Teacher

Location: Bracken Hill School

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Job Title	Teacher
Location:	Bracken Hill School, Chartwell Road, Kirkby in Ashfield, Nottinghamshire, NG17 7HZ
Hours per week:	Part-Time
Weeks worked per year:	All Year round
Reporting to:	Head Teacher / Senior Leadership Team
Salary Scale:	MPS / UPS

Main purpose of Role

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher.

Principal Accountabilities:

Planning, Teaching and Class Management	Teach allocated pupils by planning their teaching to achieve progression of learning through: - Identifying clear learning objectives and specifying how they will be taught and assessed - Setting tasks which challenge pupils and ensure high levels of interest - Setting appropriate and demanding expectations - Setting clear targets, building on prior attainment - Providing clear structures for lessons maintaining pace, motivation and challenge - Making effective use of assessment and ensuring coverage of the National Curriculum / Early Years programmes of study - Ensuring effective teaching and best use of available time - Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work - Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught - Evaluating own teaching critically to improve effectiveness - Ensuring the effective and efficient deployment of classroom support - Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
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	Making and maintaining attractive, well displayed, well resourced, carefully organised and effective learning environments in the classroom and shared areas
Monitoring, Assessment, Recording and Reporting	- Assess how well learning objectives have been achieved and use this assessment to improve specific aspects of teaching - Mark and monitor pupils' work and set targets for progress - Assess and record pupils' systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving - Prepare and present informative reports to parents, including termly IEPs
Curriculum Development	- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance - Contribute to the whole school's planning activities.
Other Professional Requirements	- Have a working knowledge of teachers' professional duties and legal liabilities - Operate at all times within the stated policies and practices of the school - Know subject(s) or specialism(s) to enable effective teaching - Establish effective working relationships and set a good example through their presentation and personal conduct - Endeavour to give every child the opportunity to reach their potential and meet high expectations - Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students - 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 - Take responsibility for own professional development and duties in relation to school policies and practices - Liaise effectively with parents and governors
Professional Expectations	- All staff are required to uphold professional standards as outlined in the Esteem Professional Behaviours Framework (Code of Conduct) Trust-wide and school level Policies. - Staff are expected to participate in Performance management process.

Clarification of Teachers' professional duties

This job description should be read with Part XII of the Teachers Pay and Conditions Document. All teachers should act under the reasonable direction of the head teacher, and carry out the particular duties assigned to them. All teachers are responsible for planning, preparation, assessment, recording and reporting on progress and attainment. They receive 10% release time against their timetabled teaching commitment, for planning, preparation and assessment, and this time may not be taken by the school for any other purpose.

All teachers are responsible for promoting the progress of pupils assigned to them, providing guidance and advice on educational matters, communicating and consulting with parents and appropriate bodies outside of school, and attending meetings for any of these purposes. They must provide, or contribute to oral and written assessments, reports and references, relating to individuals or groups of pupils. They must co-operate with the head teacher and other teachers in the school on all aspects of education methods. They are responsible for maintaining good order and discipline among pupils and safeguarding their health and safety, both on the school premises or when engaged in authorised school activities elsewhere.

All teachers must participate in arrangements for appraisal of their own and others' performance, and have a responsibility to participate in arrangements for further training and professional development.

All teachers should participate in meetings, relating to the curriculum of the school, or the administration and organisation of the school. They should also participate in the administrative and organisational tasks related to their duties, including the direction and supervision of staff providing support for all teachers. This will not include tasks which do not call for the exercise of professional skills and judgement. This time will be included within the 'directed time'.

All teachers must participate in arrangements for preparing pupils for examinations, including assessment, recording and reporting for these. This does not include the invigilation of examinations, unless there is a need for their professional skills and judgement.

All teachers employed on a full-time basis, other than those on leadership spine, AST, or fast track, shall be available for 195 days a year, 190 of which will be required to teach pupils, and will be directed by the head teacher for 1265 hours in a school year. In addition, teachers are expected to work reasonable additional hours to enable them to discharge their professional duties effectively.

Other General Requirements	• Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT
Safeguarding Responsibilities	• Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policies. • Maintain an attitude of "it could happen here" and act in the best interests of children at all times. • Be vigilant in identifying signs of abuse, neglect, exploitation, radicalisation, child-on-child abuse, online harm, mental health concerns, and any other safeguarding issues. • Report any safeguarding concerns, disclosures or allegations immediately in line with school procedures and maintain appropriate confidentiality. • Contribute to the creation of a safe, inclusive and positive environment in which children feel secure, valued, respected and able to learn. • Undertake safeguarding and child protection training, including online safety training, as required by the school and maintain an up-to-date knowledge of safeguarding responsibilities. • Understand and comply with statutory guidance, including <i>Keeping Children Safe in Education</i>, the school's Child Protection Policy, Staff Code of Conduct, and other relevant safeguarding procedures. • Promote equality, diversity and inclusion, and actively challenge discrimination, bullying, harassment and inappropriate behaviour.

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, agency staff, contractors and visitors to share this commitment.

This post involves regular contact with children and may involve regulated activity. The successful candidate will be required to undertake all relevant pre-employment checks in line with statutory guidance and safer recruitment practices, including an Enhanced Disclosure and Barring Service (DBS) check with Children's Barred List check where appropriate, online searches, verification of identity, right to work in the UK, qualifications, employment history and references.

We are committed to the fair treatment of applicants and the recruitment of ex-offenders. A criminal record will not automatically prevent an applicant from being appointed. Any relevant information disclosed will be considered fairly and on an individual basis, taking into account the nature of the role, the circumstances of the offence(s), and the safeguarding responsibilities of the post.

Esteem Multi-Academy Trust is an equal opportunities employer and is committed to creating an inclusive environment for all employees. This approach reflects the safer recruitment expectations outlined within *Keeping Children Safe in Education 2026*.

Person Specification

Criteria	Essential	Desirable
Qualifications	Qualified Teacher Status	
Experience	Experience Teaching in the relevant Phase	Experience working in an Alternative Provision or SEND environment.
Knowledge & Abilities	Demonstrate highly effective teaching by: - Setting high expectations which inspire, motivate and challenge - Ensuring good progress and outcomes for pupils - Demonstrate good subject and curriculum knowledge - Planning and teaching well structured, exciting and creative lessons - Adapting teaching and learning to meet the needs of all pupils - Make accurate and productive use of assessment - Managing behaviour effectively - Showing awareness of national trends in pedagogy and practice - Commitment to personal welfare and safeguarding of pupils - Excellent interpersonal skills - Passionate about education - Creative - Caring - Honest - Professional at all times - Collaborative - Open and reflective - Self-motivator	- Is able to demonstrate the application of these qualities in the school setting - Ability to motivate colleagues by example - Can demonstrate commitment in whole school life

Safeguarding Commitment and Suitability	• Demonstrates a commitment to safeguarding and promoting the welfare of children and young people. • Has an understanding of personal responsibility for safeguarding and child protection. • Demonstrates the ability to maintain appropriate professional boundaries with children, young people and colleagues. • Understands the importance of confidentiality whilst recognising the need to share information appropriately to safeguard children. • Demonstrates a commitment to equality, diversity, inclusion and anti-discriminatory practice. • Is willing to undertake all safeguarding and safer recruitment checks and training required for the role. • Demonstrates values and behaviours consistent with working in an education setting and acting in the best interests of children at all times.	• Previous safeguarding training. • Experience of working within an education, care, health or youth setting. • Knowledge of statutory safeguarding guidance, including <i>Keeping Children Safe in Education</i>.
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