

IXWORTH HIGH SCHOOL JOB DESCRIPTION

BANK TEACHER

Line Managers job title:	Deputy Headteacher
Salary:	MPS/UPS
Tenure:	Bank
Contract type:	Bank

THE POST

Ixworth High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Bank Teacher.

PERSON SPECIFICATION

The professional competencies expected of the Bank Teacher are:

- Be an Outstanding Teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
- Have excellent understanding of what constitutes excellence in teaching and learning;
- Have a keen understanding of data and be able to analyse patterns in performance over time;
- Be a positive role model for pupils and staff on a day-to-day basis;
- Collaborate effectively with staff, parents/carers and students;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;

- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the Bank Teacher are:

Essential

- Have qualified teacher status
- Knowledge of a range of Special Educational Needs and Disabilities, as well as the SEND code of practice, with the ability to support pupils with SEND and/or additional learning needs up to GCSE level;
- Knowledge of the use of basic technology i.e. photocopier, scanner, computer, DVD and digital camera;
- Knowledge of child protection issues.

Desirable

- Up to date knowledge and understanding of how children learn with specific learning difficulties;
- Knowledge of appropriate First Aid procedures;
- Knowledge of specialist SEND resources.

Skills and Attributes

Essential

- Effective communication skills with the ability to use language and other communication skills to which pupils can relate; your written English skills should be excellent;
- Ability to empathise with the needs of secondary aged pupils;
- Ability to work effectively with other colleagues, including having strong administrative skills to support the staff you are working with;
- Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes.

JOB SPECIFICATION

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Teach high quality lessons using supplied resources across the full curriculum.

Undertake Cover of Lessons

- Work under the instruction and guidance of the teacher(s) for whom cover is being provided to ensure that students continue to make the maximum possible progress in the absence of their teacher;

- Cover the absence of teachers by supervising and supporting classes of students whilst they carry out pre-set activities. These classes may be in any subject area and / or age range;
- Clearly explain to students what is expected of them in their lesson. What equipment will they need? How much time do they have to do it? What should they have completed by the end of the lesson? Issue resources and explain how they are to be used effectively;
- Manage the behaviour of students in accordance with the School's Behaviour Policy;
- Ensure the appropriate registers are taken for the class to comply with the law and Trust policy on the completion of attendance registers;
- Ensure the safety of the students being supervised;
- Work effectively with any LSAs or other adults in the classroom;
- Ensure a full report on the progress and behaviour of students in the lesson is provided to the absent teacher before their return to teach that class;
- Have a knowledge of Trust policies and procedures, and within their scope use initiative to deal with incidents;
- Collect completed work and any issued resources from students and return them to the teacher at the end of the lesson;
- Attend any offsite learning planned in advance (such as educational visits and trips).

Other Duties

A senior member of staff will assign duties to the Bank Teacher when there is no cover required. Examples of duties that may be assigned are below (this list is not exhaustive):

- Undertaking the role of a HLTA and assisting with small group work for lessons;
- Display duties around the school;
- Assisting with administration in the Main Reception office;
- Personal training / development / planning time;
- Advance planning for planned cover.

Teaching

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for the specified subject area, building on pupils' prior knowledge.
- Deliver lessons appropriate to pupils' different abilities and educational needs, ensuring that they are all able to progress to their potential.
- Share and support the school's duty to provide and monitor opportunities for personal and academic growth.

Managing pupils

- Adhere to the processes outlined in the school's Behaviour Policy, ensuring that any poor levels of behaviour are dealt with appropriately.

- Through effective teaching, ensure that pupils are challenged and that best use is made of teaching time to promote good levels of behaviour.
- Employ a range of teaching methods to keep pupils engaged, e.g. through effective questioning, clear presentation and use of resources.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

REMUNERATION

- MPS minimum – UPS maximum

The post-holder will be auto enrolled to join the Teachers' pension scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.