**JOB DESCRIPTION & PERSON SPECIFICATION**

JOB TITLE – Teacher Key Stage 2 for Dunstable Focus School

*Job Description*

JOB PURPOSE

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| * To teacher pupils in KS2
* To ensure and maintain excellent standards of student attainment and achievement
* The role is central to the implementation and promotion of Self Directed Learning (SDL) and the delivery of excellent teaching and learning
* Provide day-to-day classroom leadership, inspiration and management, and maintain excellent teaching practice
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DUTIES

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| In recognition of the importance of good classroom management combined with exemplary teaching practice for improved student learning outcomes, the key duties include but are not limited to the following: **Teaching duties:*** To work in accordance with the Teachers’ Standards and other professional guidance
* Deliver the primary teaching to a year group or across year groups as directed by the Head Teacher
* Contribute to target setting, and to the recording and tracking of student performance data, in accordance with school practices and as directed by the Head Teacher
* Ensure classroom teaching is well planned, appropriately pitched and differentiated to meet the needs of all learners incorporating principles of SDL
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils which is safe and conducive to learning
* Promote a classroom culture for learning in which everyone takes responsibility for a high standard of student behaviour
* Maintain good order and discipline amongst pupils, in accordance with the school’s behaviour policy
* Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
* Prepare reports and communicate with parents regularly in relation to the development, progress and attainment of pupils, in line with current school policy
* Lead, organise and direct Support Staff within the classroom
* Set homework and mark work in line with the current school policies
* Attend and participate in staff meetings as requested by the Head Teacher and Management Team
* Maintain a high standard and equitable approach to student welfare and behaviour management in line with the current school policy
* Consistently demonstrate a high standard of organisational skills in all areas of responsibility
* Utilise up to date knowledge and experience in all aspects of the curriculum and assessment, looking at new and innovative learning styles such as SDL

**General Duties*** To perform such other duties as may be requested from time to time, commensurate with the role
* Uphold and promulgate the Focus ethos within all areas of responsibility
* Contribute to, share in and promote the wider and longer term vision of FLT and OneSchool.
* To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the FLT Equal Opportunity Policy
* Comply with and support the implementation of all School and FLT policies
* To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
* To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same

**PERSONAL Duties*** To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
* Ensure high standards are maintained, progressed and promoted in all areas of work
* To undertake appropriate professional development and positively participate in the appraisal of own performance
* Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
* Attendance at staff meetings as appropriate

**SAFEGUARDING** |
| Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check with appropriate Barred List checks, or the equivalent enhanced criminal records check.  |

Reporting To

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| * Reporting to the Head Teacher or such other line manager as directed by the Management Team
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SUPPORT FOR THE ROLE

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| The role is supported by the Head Teacher, Leadership Team and a proactive board of trustees with a designated Campus Administrator to work with the Head Teacher on a day to day basis. Focus Learning Trust provides a range of support services in areas such as IT, recruitment, HR, policies and resources. Regional Principals provide assistance in areas such as curriculum, SDL, SEND, performance management, CPD, data, pedagogy, and to support progress, promote consistency and share good practice between schools. |

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| **Employee Signature:** |  |
| **Line Manager Signature:** |  |
| **Date:** |  |

ISSUED BY

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| Focus Learning Trust Issue date: October 2018 |

JOB TITLE – Teacher KS2

Person Specification

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|  **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Experience of working within the primary phase, providing for educational needs across the ability range in a wide range of settings
* Knowledge of and passion for Self-Directed Learning
* Highly organised, able to plan time effectively, meet deadlines
* Empathy with children and young people, having the student at the heart of everything
* Ability to create and maintain appropriate professional student boundaries
* Excellent interpersonal and communication skills both written and verbal
* Excellent understanding of current safeguarding requirements and procedures
* A willingness to undergo any training that is required
* Understanding of the SEND Code of Practice and experience of promoting the inclusion of all students
 | * *Experience of working with principles of Self-Directed Learning*
* *Understanding and experience of the parental requirements special to the independent sector*
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| **Education and Qualifications** | * Qualified Teacher Status
* Outstanding classroom practitioner
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| **Skills and Abilities** | * Good communication skills written and verbal
* Good organisational skills
* A positive role model of professional practice and conduct of others
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| **Attributes and Attitudes** | * Enthusiastic, motivated, hard-working
* Collaborative working style
* Ability to work within a team
* Flexible approach and positive attitude towards work
* Punctual and reliable
* Ability to adapt to changes in the workplace
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| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application
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| **Safeguarding**  | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students
* Ability to form and maintain appropriate relationships and personal boundaries with students
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

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

All staff are expected to be committed to the Equal Opportunities Policy.