



Job Description

School Name:	Hawkswood Secondary
Job Title:	Teacher
Reports To:	Headteacher and Members of Senior Leadership Team
Scale:	Qualified Teacher Pay Scale plus Outer London Weighting and SEN Point 1

Role Summary:

- To teach pupils at Hawkswood Secondary & Resource Provision within the framework of the National Curriculum and to carry out the professional duties of a teacher in accordance with the Education Act 1987 and the conditions of employment as defined in the latest School Teachers Pay and Conditions document.
- The teacher is responsible for learning and teaching in accordance with the Curriculum, and promoting good personal development of pupils with social, emotional and mental health difficulties.
- To carry out other associated duties which are reasonably assigned by the Headteacher

Key Tasks and Activities:

- Deliver effective learning for all.
- To pursue pupil progress in accordance with the assess plan teach cycle.
- To provide effective feedback to pupils to enhance future learning.
- Gain an understanding of each pupil's previous educational experience and have adequate knowledge of their home background, including medical concerns, ethnic origin, home language and religion.
- Understand the needs of individual pupils and teach lessons accordingly.
- To demonstrate a growth mindset and enable pupils to develop positive holistic attitudes and confidence in themselves and their abilities to have a successful and enriched future.
- To work with staff at all levels across the school and with pupils to ensure that provision is tailored, challenging and motivating, thereby enabling them to strive and achieve holistic success targets.
- Flexibility in teaching and demonstrating a creative approach to finding innovate solutions to inspire a thirst and hunger for learning in every individual.
- Producing active learning that is transferable and highly relevant to individuals so that they get hooked and become leaders of their own progress and learning. Infect them with a passion for learning that goes beyond their time at Hawkswood Therapeutic.
- To be a pro-active and solutions focused member of the team. Someone who will enrich and build so that all can achieve together in a success culture.
- Assist in the development, continuity and progression in all areas of the school curriculum by planning with colleagues as part of a team within the Key Stage or with all school staff.
- Reflect on, monitor and assess own performance.
- Report progress against targets.
- Celebrate the achievements and creativity of all pupils.
- Operate within the School Development Plan and in accordance with school policies.
- Keep up to date with current educational thinking, pedagogical developments, relevant initiatives and developments.

Key Skills and Competencies:

Qualifications

- Degree level qualification.
- Postgraduate professional Qualification e.g. Postgraduate Certificate in Education.
- Qualified Teacher Status.
- Willingness to continue professional development.

Communication

- Apply effective verbal communication skills.
- Present information and ideas clearly, by using language appropriate to the audience.
- Influence the opinions of others through factual discussion.
- Adapt personal style to suit individual situation and needs.
- Create an environment of trust and independence.
- Utilise report-writing skills to accurately reflect a situation through positive language.

- Be willing to lead staff meetings/Learning Focus Meetings/INSET as appropriate.
- Be willing to lead school/class Assemblies as appropriate.

Other Skills Required for Role

- To demonstrate a positive professional attitude and approach to all aspects of school life in line with teachers standards.
- Exercise flexibility in order to accommodate changes in work priorities.
- Balance tasks and resources in the organisation of a wide range of activities.
- Provide contingencies to deal with the unexpected.
- Think clearly and logically in working through a problem making referrals as appropriate.
- Anticipate workload and plans ahead.
- Monitor progress against key performance indicators.
- Enthusiastic and positive attitude.
- Willingness to contribute to the school enrichment programme.
- Awareness of the needs of children who have additional and extra educational needs.

Accountability / Freedom to act

- Make routine decisions based upon guidelines and procedures laid down in the established framework.
- Contribute towards the achievement of performance targets, objectives and standards.
- Lead by example in standards of behaviour in the work environment.
- Represent the Hawkswood Group as a reliable and professional organisation at all times.

General Comments

- Planning and preparing differentiated courses, schemes of work and lessons that show challenge, high expectations and the ability to connect from pupil starting points to enable each pupil to make at least expected progress and rapid catch-up where appropriate in relation to age related expectations.
- Assessing, recording and reporting on the development, progress and attainment of pupils. The ability to use tracking data to adapt, review and deliver strategies to enable successful outcomes for every pupil.
- To ensure that appropriate arrangements are made for any external accreditation entries and statutory requirements.
- The proven attitude and skills to enable, nurture and build a growth mindset and resilience in each individual.
- Demonstrate strong emotional intelligence and a caring, genuine approach when communicating and consulting with the parents, staff and wider stakeholders.
- Willingness to work across Hawkswood and support other provisions when reasonably requested. Demonstrate attitude of collaboration and group support.
- Active participation in staff meetings, performance review, appraisal and development procedures.

Safeguarding

- Promote health and Safety throughout the school and comply with the School's safeguarding and Child Protection policies.
- To be alert to issues of Safeguarding & Child Protection, ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child Protection concerns to the Designated Child Protection Lead using safeguarding policies procedures and practice.
- Prevent, identify and minimise risk of interpersonal abuse or violence; safeguarding children and other vulnerable people
- Acting upon the 'duty of care' by initiating the management of cases involving actual or potential abuse or violence where needed
- To attend Positive Handling training regularly & use safe methods as agreed by the school in compliance with Behaviour, Safeguarding, Positive Handling and Therapeutic Containment policies.
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection and a working knowledge of Keeping Children Safe in Education.

Equal Opportunities

- Promote equal opportunities within the school and to seek to ensure the implementation of the Authority's and the Hawkswood Group's Equal Opportunities Policy.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required.

PERSON SPECIFICATION
Teacher – Hawkswood Secondary

Person specification	Essential	Desirable
1. Qualifications		
1.1 Qualified Teacher Status (or willingness to participate in gaining QTS while working as an instructor)	✓	
1.2 Degree	✓	
1.3 Recent appropriate INSET/Training	✓	
2. Experience		
2.1 Evidence of successful experience in a Secondary School.	✓	
2.2 Evidence of maintaining positive relationships with diverse groups and individuals.	✓	
2.3 Experience and evidence of good progress and moving pupils' learning on.	✓	
2.4 Experience of teaching to GCSE level or equivalent	✓	
2.5 Creative ideas to meet curriculum outcomes to inspire pupils and help them develop a love of learning.	✓	
3. Knowledge and Understanding		
3.1 Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies).	✓	
3.2 Clear understanding of the current National Curriculum and be able to develop a creative, trauma informed and knowledge rich curriculum.	✓	
3.3 A knowledge of strategies that enable the teacher to teach mixed ability pupils within the same class and provide work which is differentiated to cater for the entire ability range, including pupils with SEN.	✓	
3.4 A good understanding of assessment and an ability to assess children's progress in a variety of ways.	✓	
3.5 An awareness of the need to monitor and evaluate classroom practice, teacher's planning and pupil's work in order to raise standards.	✓	
3.6 Qualified in and able to apply de-escalation and positive handling techniques when required.		✓
3.7 Knowledge and understanding of the OFSTED framework.	✓	
3.8 Knowledge of Keeping Children Safe in Education.	✓	
4. Communication		
4.1 Able to maintain high standards of behaviour and develop attitudes of care, control and cooperation.	✓	
4.2 Practical understanding of anti-racist multicultural education.	✓	
4.3 To understand teacher's safeguarding responsibilities	✓	
4.4 Ability to promote equal opportunities in line with the school's policies	✓	
4.5 An understanding of team work	✓	
4.6 The ability to communicate effectively in a verbal and written form to a range of audiences.	✓	
5. Skills and Aptitudes		
5.1 The ability to work effectively under pressure, have good classroom management and meet deadlines	✓	
5.2 Ability to teach in a multi-cultural environment and of developing positive links with the local community.		
5.3 To be able to use effectively a variety of teaching and organisational styles and resources including ICT.	✓	
5.4 To have the ability to develop and maintain good professional relationships and contribute positively to curriculum development.	✓	
5.5 Ability to set high standards and provide a role model for staff and pupils.	✓	
5.6 Ability to effectively assess and report on the development, progress and attainment of pupils	✓	
5.7 Ability to deal sensitively with people and resolve conflicts.	✓	
6. Dispositions		

6.1	To be committed to raising the levels of achievement of pupils of all abilities	✓	
6.2	To demonstrate a positive attitude and commitment to the work of Hawkswood School	✓	
6.3	Commitment to the Council's Equal Opportunities Policy and acceptance of responsibility for its practical applications	✓	
7. Attitude and Temperament			
7.1	Calm, fair, firm and nurturing in dealing with pupils	✓	
7.2	Positive when dealing with colleagues, parents and visitors, health and outside agencies	✓	
7.3	Strongly motivated and positive about work	✓	
Personal Characteristics			
7.4	Approachable	✓	
7.5	Committed	✓	
7.6	Enthusiastic	✓	
7.7	Able to motivate self and others	✓	
7.8	Calm under pressure	✓	
7.9	Well-organised	✓	

Disqualifying Factors

Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Hawkswood Group's equal opportunities policy.