**JOB DESCRIPTION**

**Job :** Primary Teacher

**Department:** Education

**Hours of Work:** 37.5 hours per week

**Supervisory Responsibilities:** No but will be expected to guide support staff

**Travel Required:** On occasion

**Motivate Educate Inspire**

**‘Compass Community Schools motivate children and young people to engage with education and overcome barriers to learning. Our vision is to inspire learners to make positive life choices and to provide pupils with a therapeutic education which enables them to make the most of their life chances.’**

**PURPOSE**

## To undertake an appropriate programme of teaching and manage other learning experiences in accordance with the duties of a school teacher and the needs of the children attending the school.

* Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current Teacher Standards
* To teach and provide support to ensure high quality education provision.
* To plan and teach within an appropriately broad, balanced, relevant and differentiated curriculum students exhibiting SEMH, in accordance with the aims of the school and its curricular policies.
* To plan, deliver, develop and enhance the quality of teaching and learning for all students.
* To work with initiative and develop therapeutic skills as part of the wider therapeutic group.
* To assess, monitor, report upon and support the overall progress and development of students.
* Ensure that safeguarding is paramount and safeguarding policies are adhered to.
* To have knowledge of the Independent School Standards and work to promote these on a day to day basis

**No teacher is expected to be expert in all subjects and programmes delivered by external tutors must be arranged to complement subject strengths. However, teachers employed by Compass Community School are teachers of children NOT subjects.**

**ORGANISATIONAL/STRATEGIC PLANNING**

* The day-to-day management, control and operation of personalised learning.
* To monitor and actively promote student progress.
* To implement school policies and procedures.
* To work with colleagues to formulate individual learning plans (ILP’s) for students which have coherence and relevance to their particular needs and to the aims of the school.
* To contribute to reports and PEPs as required
* To manage examination access arrangements, in liaison with administrative staff.
* To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
* The post holder will be expected to competently use electronic systems effectively
* The post holder will be expected to comply with Equal Opportunities Policy and Procedure in all employment practices and all other policies within the employee handbook
* Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and inform the manager immediately of any child protection matter or serious complaint.
* The nature of the education service means that tasks and responsibilities are sometimes unpredictable.  Staff are therefore expected to work flexibly when the occasion arises.
* Regular travel to other Compass schools may be required.

**SAFEGUARDING**

* Attend safeguarding training as offered by the organisation
* Ensure full compliance within your role to safeguarding policies and procedures

**BUSINESS/COMMERCIAL**

* Support on new service developments
* Work within agreed budgets in order to achieve an efficient and effective service
* To be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation

**CURRICULUM PROVISION**

* To liaise with the Head teacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective programme which complements the school’s development plan.

**CURRICULUM DEVELOPMENT**

* To support and manage the development of personalised learning within an agreed framework.
* To keep up to date with national developments in a wide range of subject areas and teaching and learning practice and methodology, responding to initiatives as required.
* To lead on aspects of curriculum development if required

**STAFFING**

* To work with the Lead Teacher to ensure that pupils development needs are identified and that appropriate programmes are designed to meet such needs
* To continue professional development as agreed with the Lead Teacher and related to the overall school improvement plan and wider aims of the organisation
* To actively engage in the performance management review process.
* To promote teamwork and to motivate staff to ensure effective working relations.
* To ensure the effective and efficient deployment and guidance of classroom support.

**QUALITY ASSURANCE**

* To ensure the effective operation of quality control systems.
* To assist in the process of the setting of targets and to work towards pupil achievement.
* To help to establish high standards of practice within the school and develop the effectiveness of teaching and learning styles in relation to all students.
* To contribute to the school procedures for lesson observation and learning walks.

**MANAGEMENT INFORMATION**

* To ensure the maintenance of accurate and up-to-date information in a provision map. To assist in the use of analysis and evaluation of performance data in order to inform further actions.
* To help to produce pupil reports agreed within the annual Teaching and Learning quality assurance cycle.
* To assist in the production of reports on examination performance

**MANAGEMENT OF RESOURCES**

* To identify resource needs and to contribute to the efficient /effective management and use of physical resources.

**PASTORAL SYSTEM**

* To monitor and support the overall progress and development of students’ personalised learning.
* To record student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
* To promote pupils’ spiritual, moral and social development as defined in school policies
* To contribute to PSHE according to the school’s policy.
* To implement the agreed Behaviour Management System throughout the school so that effective learning can take place.

**SCHOOL ETHOS**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To actively promote the school’s policies.
* To comply with the organisations Health and Safety policy and undertake risk management assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.