

THE LEVETT SCHOOL PUPIL REFERRAL UNIT

Job Description

POSITION: Classroom Teacher (must be experienced in KS3)

GRADE: Main Pay Scale/UPS plus SEN Allowance

RESPONSIBLE TO: Head of School

PURPOSE OF THE POST

The successful candidate will be responsible for fulfilling the duties of a teacher as outlined in the Teachers Pay and Conditions Document and in compliance with other relevant statutory provisions. The role includes carrying out other duties as reasonably assigned by the Head Teacher.

Professional Responsibilities:

- Implement and deliver a broad, balanced, and differentiated curriculum for KS3 pupils, in line with the school's policies.
 - Support, monitor, and evaluate the progress and development of pupils and designated groups of pupils.
 - Create a learning environment where pupils can excel, fostering both academic and personal growth.
 - Support pupils to re-engage with the curriculum.
 - Safeguard children and contribute to the school's safeguarding responsibilities.
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Generic Responsibilities:

- Teach all areas of KS3, focusing on helping children achieve learning goals and supporting their personal development.
 - Promote awareness of career pathways by helping students make connections between curriculum content and future opportunities.
 - Plan, prepare, and evaluate classroom activities as part of a collaborative team.
 - Provide pastoral care, ensuring a secure and supportive learning environment for all pupils.
 - Develop creative teaching resources and organize classroom materials effectively.
 - Support and facilitate effective communication between Alternative Provisions, Tutors, and the school to ensure the cohesive planning and delivery of bespoke educational programmes that meet pupils' individual needs.
 - Support pupils in re-engaging with the curriculum by using strategies and tools tailored to Social, Emotional and Mental Health (SEMH) needs and Special Educational Needs (SEN) Teach a class across the provision as directed by the Head Teacher or Deputy Heads.
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Planning and Delivery:

- Plan lessons that ensure progression and include clear teaching and assessment strategies.
 - Set challenging tasks with high expectations and build upon pupils' prior learning.
 - Support the delivery of important functional skills
 - Maintain lesson structure, pace, and motivation while ensuring discipline and focus.
 - Monitor student progress and provide interventions as needed to ensure effective learning.
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Assessment and Reporting:

- Assess and track student progress against learning objectives, using this information to improve teaching.
 - Mark and monitor pupils' work, setting clear progress targets.
 - Maintain accurate records of students' progress, identifying strengths and areas for improvement.
 - Prepare and present informative progress reports to parents and relevant agencies.
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Responsibilities for Collaboration:

- Work closely with parents, guardians, professionals, and external agencies (e.g., specialist teachers, health professionals, and social workers).
 - Plan and coordinate both indoor and outdoor activities with other staff members.
 - Motivate and stimulate children's learning abilities, encouraging experiential learning.
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Other Responsibilities:

- Follow the school's Health and Safety Policy to ensure the safety and well-being of all students and staff.
- Actively participate in the life of the school, promoting its values, ethos, and community spirit.
- Serve as a positive role model, upholding the school's rules, policies, and expectations at all times.
- Familiarise yourself with and adhere to all procedures outlined in the school's staff handbook.
- Engage in continuous professional development, focusing on areas such as subject knowledge, behaviour management, and teaching strategies.
- Participate in school marketing, community engagement, and liaison activities, including open evenings, review days, and collaborations with other schools.
- Engage with the school's appraisal process to reflect on and improve personal performance.
- Take on additional duties appropriate to the role and grade.

NOTE: This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Job descriptions will be reviewed annually by the Management Committee / governing body and may be changed after appropriate consultation.