

LIBRA School Job Description



- Role:** Teacher, Key stages 1-3
- Salary:** Starting salary £31500 to £32,916 gross per annum FTE increasing to £34,823 to £45,352 (dependent upon qualifications and experience, to achieve the top end of the scale candidates must be able to pick up some curriculum responsibilities).
- Hours:** Monday to Friday - Full Time
8am to 4pm
40 hours per week
Working Libra term time including inset/training and Parent's Days – 39.2 working weeks.
- Holiday:** 13 weeks annual holiday FTE (including bank holidays) Holidays or time off during term time are not permitted. You will also need to attend training when required. There is a strong in-house training programme and we are committed to individual staff professional development.
- Start Date:** As soon as possible (pending clearance from the DBS via the completion of an Enhanced DBS Check, as well as at least two satisfactory signed references)
- Line Manager:** Head Teacher
- Location:** Your normal place of work will be the main school site at Edgemoor Court, South Radworthy, Heasley Mill, South Molton, Devon, EX36 3LN.
- Interviews:** This will involve one full day, consisting of a first interview, a mock lesson to gain some perspective of the role, a second informal interview with senior staff and a safeguarding questionnaire. We will observe the mock lesson and support staff will be in attendance to help with children's behaviour. During this time both staff and children will provide feedback. We will supply relevant information in advance of your mock lesson to help you prepare. The interview process will be covered by some/all of the following: Principal / Head Teacher/Senior staff

Qualifications

Essential	Desirable
QTS or ECT status	A full driving licence (manual car)
A range of recent relevant experience of working with SEN children	
A good understanding of the Primary National curriculum, or Subject specific Secondary National curriculum	

Knowledge and Understanding

- Good knowledge of SEN.
- Good understanding of child development and the SEN code of practice.
- Good knowledge of the National Curriculum requirements.
- To be able to understand and interpret the structure and content of education assessment reports in order to differentiate lessons to meet the needs of individual children.

Key Skills and Competencies

Working with children	Impartiality	Transparency	Integrity
Adaptability and flexibility	Commitment to safeguarding	Decision Making	Working with others
Ability to engage	Report writing skills	Attention to detail	Presentation skills
Excellent communication skills	Lateral thinking	Efficiency	Creative
Classroom management	Professionalism	Resilience	Organisational skills

Main Purpose of Job

Be able to:

- Confidently deliver the curriculum at primarily KS1-3 level to SEN pupils.
- Provide education either 1:1 or in very small groups (1-6).
- Ability to teach a range of subjects along with any hobbies that enthuse you.
- Ensure that your teaching is well planned, resourced and effectively delivered.

- To adhere to the school's policy for planning, teaching and assessment.
- Work with learning support assistants and other teachers effectively to deliver outstanding learning to our children.
- Provide support and security to our young people when on educational visits and trips for whom you are responsible, in accordance with LIBRA's policies, procedures and good practice under the direction of Senior Management.
- To work under the direction of the Headteacher to:
 - safeguard health and safety;
 - review, monitor, evaluate, implement and promote the school's aims and ethos;
 - maintain good order, boundaries and respect for others;
 - develop relationships with and between pupils conducive to optimum learning.

Libra is keen to ensure that teaching staff are allocated generous preparation time to help support a healthy work life balance.

Responsibilities

Everyone at Libra has a responsibility for safeguarding and promoting the welfare of children. You will be expected to:

- Provide an effective, stimulating and well organised learning environment and be an enthusiastic teacher, whose classroom practice demonstrates their ability to help children achieve considerable success with their learning;
- Keep your learning areas clean and uncluttered and to adhere to all health and safety requirements;
- Ensure that you plan and teach outstanding lessons and have a positive approach and attitude to an Ofsted inspection;
- Teach actively to promote the school's positive approach to behaviour management and personal, social and health education;
- Partake fully in the life of the school and work with the whole staff to devise and implement agreed policies in line with the National Curriculum and national initiatives, including literacy and numeracy, and work towards their achievement. This will include:
 - thoroughly planning for, preparing for and evaluating the needs of pupils with a wide range of ability;
 - proficiency and conscientiousness in all forms of assessment, record keeping and, the National Curriculum, national projects and school policy;
 - being fully aware of pupils' progress, attainment and targets with an ability to communicate this with parents, staff and any relevant agency as required;
 - preparing and submitting teaching plans as required by the Principal;
 - demonstrating a positive commitment towards the close involvement of parents/carers in their children's learning and the life of the school, and to aid the transition from home to school;
 - being prepared to fully participate in professional discussions, debate and relevant in-service training;
 - keeping abreast with initiatives and developments within SEN education;
 - ensuring effective teaching and best use of available time;
 - evaluating own teaching critically to improve effectiveness;
 - setting appropriate expectations with clear targets and to build on prior achievement;
 - providing clear structures for lessons maintaining pace, motivation and challenge;
 - assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;
 - marking and monitoring pupils' work and setting targets for progress;
 - assessing and recording pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
 - be aware at all times that children must be supervised in a way that allows staff to both see and hear what is going on;
 - duties are undertaken based on clear operational guidelines, policies and procedures.

Working with Children

- Observing potential signs of distress or abuse and to ensure that the young people are monitored and protected, to report any concerns to senior workers following Libra's Safeguarding Policy and Procedures;

- Acting professionally and as an appropriate role model at all times;
- Considering equal opportunities all staff are expected to work with and manage all children you are required to work with in line with Libra's guidance and the relational support plans accordingly and without fail;
- Take account of the child's culture, including their moral and spiritual needs, language and religion;
- Meeting the varied needs of SEN pupils through the appropriate use of strategies reviewed and evaluated and adapted if required;
- Organising and managing the learning environment to ensure effective learning within a calm, safe, aesthetic and purposeful space which engages children's interest and extends their learning;
- Ensuring that all equipment is organised and accessible to the children and ensuring this is reflected within the learning environment and through the curriculum;
- Managing behaviours and boundaries in accordance with the school's procedures and undertaking Safety Interventions as necessary (in line with training);
- Talking and listening to children and observing their behaviour and record significant features;
- Encouraging good practice with regard to punctuality, standards of work and homework;
- Encouraging pupils to think and talk about their learning, development of self-control, independence, concentration and perseverance;
- Work either 1:1 or with a small number of children. The number is dependent upon risk assessment and availability of other staff in the school;
- Provide some personal care to children if required. This can involve help with toileting, getting changed, showering if required;
- Work flexibly, within reasonable boundaries, in order to ensure that children are supervised in line with our risk assessments;
- Use language and other communication skills that children can understand and relate to;
- Emphasise the needs of the pupil and to offer constructive feedback to reinforce self-esteem;
- Work in a manner that reflects the principles of the Children Act and appropriate Libra policies and procedures;
- Communicate effectively and appropriately with children applying your training to ensure effectiveness.

Personal

To ensure you:

- Keep abreast of good practice in order to develop skills, knowledge and experience;
- Report malpractices or suggestive evidence to Senior Management;
- Complete all training required;
- Are adaptable, enthusiastic and patient, able to work well as part of a team;
- Are open to accepting support if it is felt that you need it to be more successful in your role;
- Adhere to company policy regarding the use of social media platforms;
- Maintain a professional line between your home and work life;
- Are aware there is a potential for exposure to risk of verbal or physical abuse affecting personal health and safety, relating to the direct care of some children and young people;
- Understand the role involves mainly work with periods of standing, sitting, walking. There is a potential for exposure to risk of verbal or physical abuse affecting personal health and safety relating to the provision of care. This will vary depending on the young person and is evidenced in Libra's pupil documentation.

Relationships with Colleagues

To be able to:

- Be part of the staff team, supporting colleagues and being prepared to receive support as necessary;
- Participate positively in staff meetings as required;
- Inform colleagues of relevant developments, e.g. poor behaviour or issues that may be affecting the child;
- Liaise and support colleagues across the company in a professional manner, especially in relation to an activity that will directly impact on a child's wellbeing and safety.

On Site Responsibilities

To ensure you:

- Report health and safety issues that may arise to the Office Manager;
- Care for the fabric, equipment and grounds;
- Are up-to-date with risk assessments relevant to your role;

- Are aware of the location of policies and procedures and apply them accordingly.

Induction, Training and Support

Libra's induction programme is in place to include guidance on best practice, procedures and protocol in terms of working with children. Training documents and templates will be provided. Initially you will be supported by an experienced member of staff as a mentor to understand how the company would like you to approach the role. Thereafter you will work much more independently. We are a small team and support is always available.

Driving Requirements

If your role requires you to drive company vehicles, in line with Libra's insurance requirements, it is mandatory that you undertake an eye test every two years and to provide a copy of this. To drive a school bus (you will require the relevant driving qualification). All staff who drive company vehicles are required to sign the Staff Vehicle Use Policy.

Safeguarding

LIBRA is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers. This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency (costing around £50*). As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed. On completion of this DBS check you will then also be required to join the DBS Update Service (around £16* per annum) this is an ongoing requirement for all staff at Libra. *payable by successful candidate

In terms of working with children, please make sure you have read all up to date versions of Libra's Safeguarding Policy and Procedures, the DfE's 'Keeping Children Safe in Education' and Guidance for Safer Working Practice for Adults who work with Children and Young People. All of which were sent to you when you took up your post and are available on request from the office.

If you have any concerns you must refer to Safeguarding Policy and supporting Flowcharts, or in discussions with Libra's Safeguarding Lead (Brigitte Dane) or her Deputy (Abigail Morgan). Please see the photoboard in school reception to identify these staff as soon as you arrive at Libra.

You will need to complete a Staff Declaration form – and this is an ongoing requirement which relates to confirming you have no Criminal Convictions during employment at Libra.

If you are a Foreign National or have lived/worked abroad for more than 3 months, further police checks (or equivalent – depending on which country(ies) of residence) will be required – information relating to obtaining these checks will be provided but the check has to be administered by the candidate as the company cannot perform the check on your behalf due to data protection. Any costs incurred in obtaining such checks are the responsibility of the candidate. (Teachers only: we will follow DfE guidance with regards to employing teachers from overseas).

Libra commitment

LIBRA is committed to ensuring that all members of its community, including young people and staff are treated fairly and equally regardless of their race, colour, gender, nationality, religious or political beliefs, ethnic or national origin, age, gender reassignment, marital status, sexual orientation, social background or disability. Appointments will be made solely on merit.

LIBRA operates a no smoking policy in all its locations.