

Cedars Academy Trust

JOB DESCRIPTION & PERSON SPECIFICATION

Primary Teacher



Salary/Grade: MPS + SEN allowance (full-time)

Period: 1 year fixed-term for Maternity Cover, to start Sep 23 or as soon as possible after.

Responsible to: Senior Leadership Team

Post Advert

Cedars Academy is a specialist provision for young people aged 3 to 19 years with physical, sensory, speech, language and communication disorders, and autism. The Academy operates over two sites, Cedars School at Ivy Lane (EYFS-KS3) and Cedars College at Walker Terrace (KS4/5). **This post is for the Cedars School site.**

We are seeking to appoint a highly motivated, adaptable and enthusiastic teacher to teach initially (for one half term) across the school to cover PPA and non-working days of part-time colleagues. This is a great introduction to the academy and will help you develop a sound knowledge of the teams, children and practices we adopt at Cedars. From October half term onwards, you would then be teaching a group of 12 Key Stage 3 students working on a Key Stage 1/2 curriculum for the remainder of the academic year. You would be responsible for planning, teaching and assessing the curriculum in a creative approach. This post would be best suited to a Primary Practitioner as experience of and expertise in all core curriculum areas at EYFS, KS1/2 is required.

The successful candidate must be able to work well in a team and enjoy the challenge of delivering an innovative and inclusive curriculum where key skills are embedded within a range of practical and sensory approaches in the classroom, the outdoor environment and in our therapeutic spaces. Experience of, or a willingness to learn how to support learning with symbol software and other communication packages is essential. You will be committed to working with children who have learning difficulties and/or physical disabilities and will be understanding of their learning and emotional needs. The role requires you to be an organised and reflective practitioner who will be able to work closely with other professionals and develop effective relationships with parents and carers.

Cedars is a friendly community where staff are supportive of each other inside and outside of the classroom. We pride ourselves on being a professional learning community where no one is ever the finished article - all members of staff shape their own professional development by engaging with research, following their own lines of inquiry and working with colleagues to share knowledge and expertise. This post is not suitable for Early Career Teachers.

If you have the energy and enthusiasm to make a real difference to our students, we would love to hear from you.

Please contact Michelle O'Reilly, Headteacher at michelleoreilly@cedarstrust.org.uk for more information.

Applications to be received by **Monday 10th July 2023.**

Job Description

Summary of the role:	To plan, deliver and assess the curriculum as appropriate
Accountable to:	Headteacher/DHT
Line management responsibility for:	Support Staff working within your Teaching Team

Main duties and responsibilities:

Teaching

- Work collaboratively with your Teaching Team to plan and organise learning experiences and to provide guidance to Teaching Assistants in their support of the delivery of these experiences, which takes account of the range of ability and prior achievement of students within a group and the individual learning needs of students
- Use or oversee, a range of appropriate teaching and assessment strategies which incorporate processes to ensure that effective learning has taken place.
- To keep up-to-date and organised records of learner's achievements and work
- Fully adhere to the Academy assessment policy and procedures
- Make effective use of resources and learning technology, including symbol software.
- Create a purposeful, positive and supportive teaching environment, sensitive to equal opportunity, individual needs and health and safety issues
- To work with young people with disabilities to provide sustained support through one-to-one and/or group situations
- To organise and facilitate Personal Learning Plans to improve and enhance confidence and self esteem
- To establish formal/informal communications with all stakeholders including parents, social services and other professionals

Learner Involvement

- Adapt approaches to teaching, learning and assessment to meet individual learner needs
- Produce reports for students periodically and attend Review and Parent Meetings
- Monitor and review students' progress in line with the Academy's student tracking systems and make appropriate interventions as and when required

Curriculum Development

- To work with our Academy Development Teams to develop an inclusive and relevant curriculum for the young people you teach.

Quality

- Work within the quality assurance systems for assessment within Cedars Academy
- To work within the Health & Safety and Risk management practices in place

Learning & Growth

- To undertake The Cedars Academy mandatory induction training
- Renewing and reflecting upon their own professional practice to achieve continuous improvement in performance
- To engage with our Research Based Inquiry Professional Development programme to further the knowledge of what works well and what doesn't in a specialist setting.
- To attend training as identified through training and development plan
- To participate in improvement activity within the organisation

- To promote the work of the Academy to the wider community

Communications

- Attend Academy events, briefings and meetings as part of the Academy schedule, e.g. parents' evenings, open events
- Use the Academy's systems, policies and procedures to communicate issues as necessary
- Use CPOMMs to flag student concerns and recommendations

Equality and Diversity

- Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity

Supporting Teaching & Learning

- To assist the Head Teacher and Senior Leadership Group in their duties to ensure that the schools meets its educational aims.
- To promote the highest standards of professional ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the Academy's objectives

General

- To adhere at all times to all Cedars Academy organisational policies and codes of conduct, including smoke free policy, IT security policy, standards of attendance, appearance and behaviour.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation
- To promote the safeguarding of children and vulnerable young adults
- Understand that this post may evolve over time and that this job description will therefore be subject to review in the light of changing circumstances; other duties of a similar nature and appropriate to the grade may be assigned from time to time
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with
- Contribute to the Academy mission and ethos and support the aims and objectives of the Academy
- Follow and comply with the Academy's policies and procedures as outlined in the Staff Handbook
- Undertake any other duties of an equal nature as assigned by the or Head Teacher or designated alternate

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF DEMONSTRATION
Qualifications	Qualified Teacher Status - Qualification in Early Years, or Primary Education	Evidence of continuous INSET and commitment to further professional development	<i>Application Form Interview</i>
Experience	<p>Experience of working with and supporting children with additional needs in an educational setting</p> <p>Experience & understanding of the barriers to learning for young people with complex needs.</p> <p>Experience of actively promoting safeguarding procedures in a school</p>	Experience of working within a specialist setting	<i>Application Form Reference Interview</i>
Knowledge & Skills	<p>Knowledge of methods of working with pupils with SEN, emotional, behavioural or social/communication disorders</p> <p>Adaptable and flexible towards different learner needs</p> <p>Ability to inspire and motivate learners and others</p> <p>Sound knowledge of Early Year and/or KS1 & 2 curriculum</p> <p>Ability to work effectively and positively as a team member</p> <p>Innovative and enthusiastic approach</p> <p>Ability to liaise with external contacts, other staff and parents/carers</p> <p>Proven ability to cope with and manage change</p>		Application Form Interview Reference

Personal Qualities	<p>Warmth, dedication and enthusiasm towards all pupils</p> <p>Excellent communication skills</p> <p>The ability to manage own workload effectively and respond swiftly to deadlines</p> <p>Good interpersonal skills with the ability to enthuse and motivate others and develop effective partnerships</p> <p>Willingness to share expertise and knowledge and the ability to encourage others to follow good practice</p> <p>A sound awareness and understanding of relevant safeguarding and Health & Safety issues</p>	Desire to be involved in extra-curricular activities	Application Form Interview Reference
Other Requirements post job offer	<p>DBS clearance</p> <p>Able to fulfil the Occupational Health requirements for the post</p> <p>Appropriate Job References</p>		<p>DBS Clearance</p> <p>DBS Clearance</p> <p>DBS Clearance</p> <p>Work permit</p> <p>Valid documentation</p> <p>Occupational Health questionnaire</p> <p>2 satisfactory references</p>

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO: **Michelle O'Reilly**

CEDARS ACADEMY, IVY LANE, LOW FELL, GATESHEAD, NE96QD: michelleoreilly@cedarstrust.org.uk

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

This job description has been agreed by:

Name: (Signed)

Name: (Headteacher) (Signed)

Date:

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER