



THE HIGH SCHOOL LECKHAMPTON

TEACHER

General Job Description & Person Specification

Each teacher has a responsibility for, at all times, safeguarding the students in their care. They must also ensure that the students receive an outstanding teaching and learning experience.

We expect all teachers working at The High School Leckhampton to take great pride in, and play their role in, creating a positive ethos based upon universal values shared by all. These values are reinforced by all staff, and staff are expected to support a happy, positive and successful environment where students of all abilities can grow, develop and succeed.

All teachers can expect to work within a number of teams, including their Subject area, their Tutor and House team. Teachers may also work across a number of subject areas, and are supported in doing so.

Teachers working at The High School Leckhampton are expected to carry out their professional duties in accordance with the Trust's Code of Conduct, The Trust's Pay Policy and National Teachers' Standards. The specific responsibilities outlined below reflect this guidance.

Specific Teacher Responsibilities

Teaching:

- Have high expectations of all pupils including a commitment to ensuring that they can achieve their full educational potential and to establishing fair, respectful, trusting, supportive and constructive relationships with them
- To prepare, plan and deliver lessons appropriately and in line with the school's Teaching and Learning Policy, including planning for progression across the age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge
- Adhere to departmental, school and/or Trust-wide, curriculum and examination curriculum mapping and assessment schedules
- Prepare and provide appropriate Schemes of Work for the delivery of the subject as appropriate
- Design and deliver opportunities for learners to develop their literacy, numeracy, ICT, oracy and thinking and learning skills appropriate within their phase and context

- Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- Embed e-learning into their teaching strategies and deliver remote teaching when required
- Be aware of the potential of students and the targets set for them and to ensure that the work planned for them is at a suitably challenging and progressive level
- Be aware of the school's Special Educational Needs Policy and practice and to oversee the work of those who receive help in this direction

Assessment, Feedback and Record keeping:

- Mark work arising from lessons on a regular basis and in such a way as to ensure that judgements about student progress can be made easily
- Provide learners, colleagues, and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas of development
- Provide learners with regular, sharp, diagnostic marking and feedback in line with the school's marking and feedback policy. Create opportunities for learners to respond to the feedback which is then checked, acknowledging progress or addressing further misconceptions
- Attend Parents' Evenings/meetings to discuss progress as required by senior staff
- Communicate promptly and effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being
- Write reports in as positive a way as possible as and when requested by senior staff, observing the guidelines of the school's Reporting Policy
- Monitor, evaluate and assess students' work in line with the school's Assessment Policy and to ensure that each student is aware of the strengths and weaknesses of their work and that homework is set and marked in line with the school's Homework Policy
- Keep records accurately and efficiently as directed by Curriculum Leads, Heads of House and the Senior Leadership Team
- Ensure that an accurate attendance register is taken at the start of every lesson.

Behaviour Management:

- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school
- Apply the Behaviour Management Policy, including the issuing of rewards and sanctions as appropriate
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for behaviour management, in line with the school's behaviour policy/systems and to seek advice and support as appropriate over such problems that may arise
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills

- Actively seek opportunities to reward pupils for their effort and attainment, in line with the school's systems (Epraise)

Professional Development and Standards:

- Have a secure knowledge and understanding of subjects/curriculum areas and related pedagogy including: the contribution that your subjects/curriculum areas can make cross-curricular learning; and recent relevant developments
- Know and understand the relevant statutory and non-statutory curricula and frameworks, including those provided through the National Strategies, for your subjects/curriculum areas and other relevant initiatives across the age and ability range you teach
- Know how to use skills in literacy, numeracy and ICT to support teaching and wider professional activities
- Understand how children and young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences
- Know how to make effective personalised provision for those you teach and how to take practical account of diversity and promote equality and inclusion in your teaching
- Know when to draw on the expertise of colleagues, such as those with responsibility for the safeguarding of children and young people and special educational needs and disabilities, and to refer to sources of information, advice and support from external agencies
- Show commitment to ongoing professional development (i.e. training, mentoring + coaching etc.)
- Ensure that all school equipment - text books, tools etc. are maintained in good order when used by the class
- Ensure the safety of students in potentially hazardous situations, e.g. laboratories, workshops etc in line with the school's Health & Safety Policy
- Ensure the classroom/teaching area reflects the ethos of The High School Leckhampton in that rooms are clean, inviting, with purposeful displays, and free of litter, graffiti and damage
- Report all losses, damage (including graffiti) and breakages in the teaching area to the Operations or Site Manager

Specific Pastoral Responsibilities (Being a Form Tutor in the House System)

Above all, The High School Leckhampton is a school that takes pride in the promotion of a positive ethos. In this, the Tutor is a vital part; this ethos is supported by the knowledge the Tutor has about each and every member of the Tutor group and the kind and caring way in which each student is supported and encouraged.

It is with the Form Tutor that the student has the first formal contact every day. The Form Tutor has a key role in safeguarding, since they may often be the first person to identify a potential issue or concern in relation to an individual student.

As well as being a classroom teacher, the Form Tutor is also part of a House team, working at the direction of the Pastoral Assistant Head and/or House Head, putting into practice the necessary tutorial activities. The Pastoral Assistant Headteacher and/or Heads of House will call regular meetings for tutors to be involved in a regular process of assessment and evaluation of these activities and other matters as they arise.

Specific Pastoral (Tutor) Responsibilities

- ❖ Actively promote the ethos and expectation of The High School Leckhampton by delivering the Tutor Programme which primarily covers PSHE, Diversity, Careers and Wellbeing
- ❖ Attend assemblies and oversee the Tutor group there
- ❖ Deal with routine administration, e.g. letters to parents/carers, issue examination timetables
- ❖ Co-ordinate school reports for the Tutor group and write an appropriate Tutor's report
- ❖ Monitor standards of uniform/hair, etc and deal with any infringements
- ❖ Mark the register accurately each day and inform the pastoral team of any patterns of lateness or repeated incidents of lateness
- ❖ Sign on a weekly basis, the Students' Planner and in doing so check on homework being done
- ❖ Get to know students in the Tutor group as individuals and so establish a positive relationship in order to exert a constructive influence
- ❖ Promote the House System, including competitions
- ❖ Encourage pupil involvement in the extra-curricular programme
- ❖ Take an interest in the pastoral care of each student in the Tutor group
- ❖ Support and encourage each student's learning, including reviewing MY Plan when requested to do so by the SENDCo
- ❖ Attend Tutor and House Meetings as and when required
- ❖ Attend the Year 7 Tutor Evening

All such responsibilities as listed above are a means to an end - making a student's journey through The High School Leckhampton as happy and successful as possible. The above responsibilities are subject to review and amendment as and when appropriate.

PERSON SPECIFICATION

The person appointed to this post will:

- Hold positive values and attitudes and adopt high standards of behaviour in your professional role
- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity
- Be totally committed to and accept responsibility for the safeguarding and welfare of children
- Know the current legal requirements, national policies and local guidance on the safeguarding and promotion of the well-being of children and young people, including reading and implementing the school's key safeguarding materials which include:
 - The School's Child Protection and Safeguarding Policy
 - The School's Behaviour Policy

- Possess qualifications at good degree level or equivalent
- Have excellent subject knowledge to the appropriate level as specified in the job advert
- Be capable of teaching outstanding or good lessons on a regular basis
- 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
- Use information technology systems, including the VLE, as required to carry out the duties of the post in the most efficient and effective manner
- Be committed to being a first-rate tutor
- Have excellent classroom organisation and behaviour management skills
- Be honest, reliable and trustworthy
- Be open and frank and not afraid to ask for guidance and help when it is needed
- Be capable of building excellent relationships with students of different abilities and outlooks
- Be prepared to work hard and prepare lessons diligently and imaginatively
- Wish to create a positive and pleasant learning environment
- Have plenty of energy and enthusiasm and the ability to maintain a sense of humour and perspective when things get tough!
- Be calm, precise and patient when dealing with parents
- Be punctual to school and to lessons and expect the same of students
- Have an excellent attendance record
- Be prepared to liaise with other staff in school and act as part of a team
- Be comfortable with setting and accepting challenging targets for students' achievement and for personal achievement
- Be committed to professional self-improvement both by In-Service Training and "learning on the job"
- Be prepared to commit to leading extra-curricular activity(ies) of some sort
- Be willing to be a presence around the school and be an excellent role model for young people
- Undertake other duties appropriate to the post that may reasonably be required from time to time

November 2023



Applicant Information



THE BALCARRAS TRUST – OUR MISSION STATEMENT

The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within The Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be "left behind." There will be excellent opportunities for extra-curricular activities.

Each member of staff in The Trust's schools will be an excellent role model and will play their part in ensuring that each of The Trust's schools will have its own special ethos. Students will feel proud of their school.

The Trustees will, at all times, uphold the highest standards of financial propriety and make efficient and appropriate use of the public money made available to them.

Underpinning all the activities in The Trust is the belief that, however strong the performance of The Trust's schools may be, there is always room for improvement. Everyone associated with The Trust, the Trustees, Governors, school leaders, staff and pupils will share this aspiration.

The Balcarras Trust is committed to its role as a 'system leader' in the wider educational environment. The Trust oversees the GLOW Maths Hub and the Balcarras Teaching School Partnership, both of which are leading providers of Continuing Professional Development for educators.

Bernard Roberts (Chair of Trustees)

Dominic Burke (CEO, The Balcarras Trust)

THE HIGH SCHOOL LECKHAMPTON – OUR VISION

At the High School Leckhampton we have an ambitious vision that fully embraces the inclusive and aspirational philosophy of The Trust. We are fully committed to creating an exceptional school with a culture of high expectations and academic excellence, where all pupils are inspired to become curious, confident, socially attuned, independent thinkers who go on to be happy and successful in 21st century society.

Our **aims** are driven by a strong resolve to secure the best educational outcomes for all our pupils, by our unrelenting focus on teaching and learning and our commitment to continuous improvement. Our **ethos** and **values** are underpinned by a belief that every child should enjoy school and make superb progress, regardless of their starting point. We are committed to ensuring that pupils' experience of school is happy and safe, that they develop healthy and positive relationships with their peers and go on to achieve fulfilment in later life. As such we expect all our colleagues to actively afford the highest standards of pastoral care. We believe passionately in developing the whole child and are immensely proud of our extra-curricular and enrichment programme. Additionally, we are a Rights Respecting School (Silver), an Eco-School, and have been awarded our Sports Mark and Music Mark for 3 years in a row. We promote and value partnership working and are totally committed to becoming the number one school of choice in the community we serve.

Our Approach:

We are committed to ensuring that:

- ❖ All pupils make superb progress, regardless of their starting point and achieve outstanding academic outcomes
- ❖ The curriculum is interesting, suitably challenging, relevant and delivered by first-class teachers, who go the extra mile to bring out the very best in our pupils
- ❖ We develop the whole child by providing enriching opportunities in areas such as sport, music and drama
- ❖ School is a safe, happy environment with a calm, purposeful atmosphere, where all pupils thrive
- ❖ Pupils have access to the best possible facilities to support all aspects of their learning

Above all else, we are seeking a colleague who shares our **vision, ethos** and **values**.

Helen Wood (Headteacher)

Who are we looking for?

Working at The High School Leckhampton is a unique opportunity, and in 2021 we got off to a flying start by recruiting a superb starting team which has grown in strength and number each year! Those successful in their application to join us, will initially be joining a small community of ambitious and dedicated staff. It is crucial that they have the right skills, talents and professional behaviours to both compliment and add strength to our team. Good relationships with colleagues will be essential.

Those joining our team are likely to be able to demonstrate:

- ❖ Resilience, commitment, and creativity. Working in a brand-new school is not a job for the faint hearted. You will be a highly visible and accountable member of a small team but as such will have limitless opportunities to get involved in many aspects of school life. You will welcome responsibility and accountability, be motivated to improve and learn from others and a real team player
- ❖ The potential to grow and develop as a professional. We are specifically looking for colleagues who would be excited to join as pioneers in a new venture. Applicants should have the leadership behaviour and flexibility to see the challenge of working in a new school as a hugely positive benefit to their development
- ❖ If you are applying for a Teaching position, you should have a track record of outstanding teaching and crucially the potential to keep improving. If you are a recently qualified or early career teacher, you must be able to demonstrate excellent subject knowledge and the potential to hit the ground running. All colleagues should be ambitious for the whole school community
- ❖ If you are applying for a Support Staff position, you should be able to demonstrate the highest standards of professional behaviour with excellent communication skills
- ❖ The ability to work collaboratively with colleagues across The Trust. You should demonstrate the very highest standards of professional conduct
- ❖ Total commitment to the safeguarding and the welfare of young people; alongside a passionate commitment to shaping the whole child by leading or supporting extra-curricular and super-curricular opportunities.



Recruitment

Our approach to recruitment

We are tremendously excited to be recruiting a community of exceptional Teachers and Support Staff for The High School Leckhampton; colleagues who will play a formative role in shaping the lives of pupils as the school grows.

There is no question that recruiting and developing the right body of teachers and support staff is at the heart of an outstanding school. Fundamentally, we are recruiting on the basis of our vision and values; we are seeking colleagues who are highly motivated by our vision and understand the privilege and potential of working with a team of like-minded, high-performing professionals.

As ours is a new school we are looking for a wide range of complementary skills in our work force. There is not one particular skill set required and we welcome applications from well qualified and motivated applicants, who above all else share our values and ambitions. This includes Early Career Teachers who are able to demonstrate excellent potential to become first class-teachers, those with an excellent track record in the classroom, those who already hold significant leadership positions, as well as those looking for part-time work.

If called for interview you will have the opportunity to explain your motivations for choosing to work at The High School Leckhampton, your experience and your leadership potential.

Our commitment to our staff

Working in a brand-new school is an immensely rewarding opportunity where you will have the unique chance to shape the curriculum, ethos and systems. We understand the importance of providing the structures and support to ensure staff are happy to come to work each day and can thrive. We already pride ourselves on our team ethos and sense of collegiality.

Our team will grow each year and therefore you can be sure of an excellent induction and continuing professional development programme for the next few years. We have an active Staff Development Committee and made a firm commitment to the Department for Education Wellbeing Charter. We hope all colleagues will feel energised by the challenges of growing a new school, supporting others and the sharing of good practice. For exceptional colleagues there will be clear career pathways, including opportunities for subject and pastoral leadership as the pupil numbers grow.

As part of the Balcarras Trust our teachers will have access to outstanding professional development networks, including the National Professional Qualifications and participation in Early Career Framework if appropriate. Colleagues who join us will be welcomed into a lively invigorating, stimulating community, committed to the very highest standards in all areas.

Therefore, if you are as excited as we are about the journey ahead, inspired by our vision and have all the character attributes, skills and enthusiasm to work at The High School Leckhampton we would be delighted to hear from you.



