

Job Description

Classroom Practitioner

Post Title:	Classroom Practitioner
Base:	Woldgate School & Sixth Form College
Salary:	NJC SCP 6, £25, 183 (this will be pro-rata for part time term and time only working) pay award pending
Line Management:	Deputy Headteacher
Contract:	32.5 Hours per week – Term time only plus 5 days

Core Purpose:
<ul style="list-style-type: none"> We are seeking a confident, enthusiastic, and motivated individual with a strong commitment to working with young people. As a Classroom Practitioner, you will work across the age range 11 to 18, covering lessons for absent teaching colleagues. This role does not involve the planning or assessment of lessons. Providing high quality classroom cover for our pupils and students. This role may suit aspiring, future teachers. The post holder will have the opportunity to gain a breadth of experience of classroom management within a wide range of subjects.

Duties & Responsibilities:
<ul style="list-style-type: none"> To supervise whole classes during the absence of a teacher. The main focus of such cover will be to deliver pre-set work, respond to questions, assist pupils to undertake set activities and stay on task and maintain order. Flexibility to provide supervision for homework provision for pupils before and/or afterschool, to be accommodated within contracted hours. To support individuals and groups of pupils to enable access to learning. Support for pupils when supervising classes in the absence of the teacher. To register and record pupil attendance. To instruct pupils regarding the work left by their teacher. To provide pupils with the necessary resources for their learning, including engagement with Sixth Formers' in support of their study and progress. To enable orderly entrance and exit of classrooms. To support with morning, breaktime and lunchtime duty supervision in school. To promote the inclusion and acceptance of all pupils within the classroom. To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations. To follow school systems and procedures on behaviour management. To report back as appropriate using the school's referral procedures on the behaviour of pupils during the class and any issues arising. To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson. To collect any completed work after the lesson and return it to the appropriate teacher. To liaise with teacher(s) about cover work. To be aware of particular pupils' specific needs as identified in IEPs. To support pupils in using basic ICT as directed.

- Be aware of and comply with policies and procedures relating to inclusion, child protection, the Code of Conduct, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
- Attend and participate in regular meetings, including staff meetings.
- Participate in training and other learning activities and an annual performance review as required.
- Assist with the supervision of pupils out of lesson time, including before and after school and at break times.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Provide clerical/admin support, e.g., photocopying, typing, filing, collecting money etc.
- Supporting colleagues in the preparation of displays, resources, and other support materials as and when required.

Other duties and responsibilities

Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications and Experience			
GCSE in English Language and Maths (or equivalent) at Grade C or above	X		A/C
Experience of working in schools		X	A/I
Professional knowledge and understanding, skills and attributes			
Good organisational skills and ability to work to deadlines	X		A/I
An ability to work in a firm but fair way with pupils and students	X		A/I
Be willing to invigilate internal and external examinations as required	X		A/I
Possess a good working knowledge of IT software such as Microsoft Office	X		A/I
An ability to work constructively as a member of a team, understanding classroom roles and the role of classroom practitioner within these	X		A/I
Possess knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection		X	A/I
Personal skills/attributes			
Good interpersonal and communication skills	X		A/I/R
Personal flexibility and reliability	X		A/I/R
Personal initiatives	X		A/I/R
The ability to work independently	X		A/I
A sense of humour	X		A/I/R
A calm, confident and resilient approach	X		A/I/R

A commitment to safeguarding and promoting the welfare of children and young people	X		A/I/R
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A= Application; C = Certificate; R = Reference; I = Interview

As this is a new role it will be regularly reviewed and amended as required, in consultation with the postholder.

Note - This person specification is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts

Child Protection Policy

Woldgate School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.

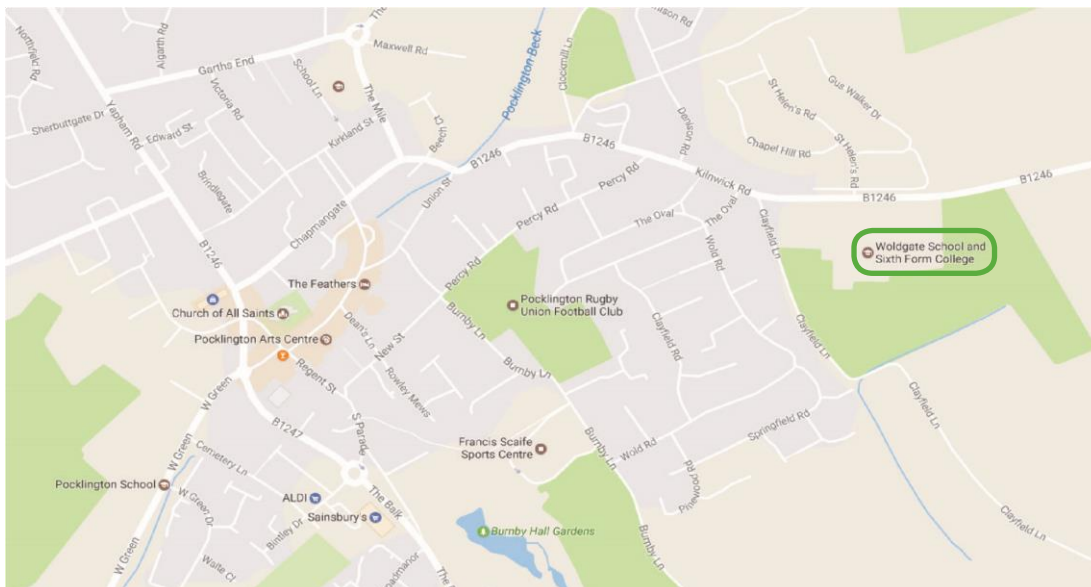
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos, which promotes a positive, supportive, and secure environment and gives pupils a sense of being valued.
- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable, but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, when a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

How to Find Us

Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York. YO42 2LZ Tel: 01759 302395



- A. From Hull - Take the A1079 including the by-passes of Beverley and Market Weighton
 1. Take the right-hand fork from Pocklington at the Yorkway Hotel
 2. Take the 3rd exit from the roundabout, past the Rugby field on your right.
 3. Turn right at the B1246 signposted Warter, Driffild, Bridlington
 4. Woldgate School is the last building on the right as you leave the town.

- B. From Humber Bridge - Take the Westward route towards Leeds along the A63
1. Leave the A63 at the slip road and bridge over signposted for Market Weighton, Bridlington
 2. Pass through villages of South Cave and Sancton
 3. Turn west at Market Weighton bypass, A1079 towards York
 4. Follow instructions A3, A4, A5
- C. From Leeds - Take A64, York by-pass towards Scarborough
1. Leave A64 at Grimston Bar roundabout signposted York, Bridlington, Hull
 2. Exit from roundabout onto A1079 towards Hull
 3. Twelve miles approximately along A1079 after Pocklington Industrial Estate, turn left for Pocklington, just after Bonds International.
 4. Pass Pocklington School on left, at roundabout take 3rd exit past bus station, fire station.
 5. Take the first exit from the roundabout.
 6. Follow instructions A4, A5
- D. From North-East England - Take A19 southwards until Northern by-pass of York
1. Follow signs for Hull, Bridlington
 2. At A64 turn West for Leeds
 3. Follow instructions C2, C3, C4, C5, C6
- E. From Scarborough, Bridlington - Follow sign from Driffield
1. Bypass Driffield along North and West side
 2. Leave bypass where signposted for M62, Market Weighton
 3. At Bainton roundabout take second exit along B1246 towards North Dalton, Warter, Pocklington.
 4. Woldgate is the first building on the left as you reach Pocklington.