

**CHALGROVE PRIMARY SCHOOL**

**JOB DESCRIPTION**

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| **POST TITLE** | **Class Teacher in our Additional Resource Provision for children with ASC** |
| **SALARY SCALE** | **MPS/UPS (An SEN point is available for the right candidate.)** |

# STATUS OF THE POST

The post holder is accountable to the Headteacher. This post will be supported by the Headteacher, Deputy Headteacher and the Inclusion Manager.

# MAIN PURPOSE OF THE POST

* Carry out the professional duties of a teacher plus any other duties that can be reasonably asked under the direction of the Head Teacher.
* To provide a stimulating curriculum which develops and celebrates all of our pupil’s abilities helping to ensure that pupils at Chalgrove become confident and successful learners.
* To ensure that all the needs of pupils in the provision are met
* To proactively support the ethos of the school alongside the leadership team by maintaining professional conduct (e.g. engaging in meetings, meeting deadlines, responding to pressure in a productive manner)
* To assist the Headteacher in the establishment and maintenance of good relationships through sound communication and consultation procedures with the whole school community.

# Main Duties and Responsibilities

1. To teach pupils with ASC in class and individually.
2. To accompany and support pupils with autism when included in mainstream classes, where appropriate.
3. To observe teachers teaching children integrated both partially and fully into the main school and advise how to best meet their needs.
4. To recommend and implement appropriate provision for pupils with ASC in terms of:-
   1. Teaching principles
   2. Resource materials
   3. Whole curriculum including National Curriculum
5. To work in close collaboration with the Inclusion Manager and whole staff in order to ensure appropriate individual education plans for pupils to meet the learning needs of pupils with ASC and to monitor and evaluate them.
6. To organize timetables for the class and for and inclusion programmes for pupils.
7. To keep detailed and concise records of pupil’s progress and analyse data to inform future planning.
8. To provide written reports for pupils’ annual review and at other times deemed appropriate.
9. To assist in the preparations for annual reviews.
10. To attend annual review meetings.
11. To support and monitor the work of learning support staff within the Provision.
12. To oversee the ordering and maintenance of equipment, books and materials required for meeting individual teaching programmes.
13. To develop and maintain resource materials relevant to work with pupils with ASC.
14. To assist with in-service training as appropriate.
15. To make a full contribution to the life of the school, including attendance at staff meetings and parents’ evenings.
16. To establish and maintain partnerships with parents of the pupils within the Provision, ensuring maintenance of formal/informal communication.
17. To work closely with the LA Advisor for pupils with ASC.
18. To liaise with other agencies, including voluntary agencies, involved in the care and education of pupils in the Provision.
19. To undertake training consistent with developing skills relevant to these duties and responsibilities.
20. To be aware of and act in accordance with the school Policy on Child Protection.

# Further Responsibilities

The post holder will be required to exercise his/her professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:-

* Establish and maintain partnerships with parents of the pupils, ensuring maintenance of formal/informal communication.
* To welcome prospective families and pupils to the provision and provide information about the teaching and the curriculum.
* Identify relevant school improvement issues relating to ASC provision
* Define and agree appropriate improvement targets
* Ensuring that a robust assessment system for all pupils leads to educational programmes that are personalised to pupil’s particular needs
* Evaluate the impact of all improvement activities on the quality of teaching and learning
* Contribute to relevant sections of the school’s SEF (Self Evaluation From) in conjunction with the school leadership team
* Support the Inclusion Manager to advise on ASC matters where appropriate
* Working alongside other teachers with responsibility for co-ordinating specific areas within the mainstream classrooms

# Leading, developing and enhancing the teaching practice of others

* Develop and share exemplary portfolios of children’s work
* Support and disseminate the most effective teaching approaches to support pupils with SEN (ASC in particular)
* To liaise with the whole team and evaluate and identify training needs and then inform the SENCo and DHT.
* Attend LA meetings to keep up-to-date with recent developments.
* Organise resources to ensure that staff are aware of the availability, location and correct and safe use of resources.

# Other School Improvement Plan Responsibilities

* To analyse and interpret relevant school data & support leadership team in setting whole school targets
* Provide the Headteacher/Deputy Headteacher with relevant subject, curriculum area or pupil performance information