



Heathermount School

JOB DESCRIPTION

JOB TITLE: SUBJECT TEACHER / GROUP TUTOR

Heathermount's delivery of education and care to children and young people with ASC is a continually developing service. This job description provides a framework for the post that will be subject to creative development and regular review.

Your Line Manager will be:	Deputy Headteacher
You will be accountable to:	Headteacher
Staff reporting to you will be:	Teaching Assistants
Your salary scale will be:	In accordance with National Teachers Pay and Conditions of Employment.

OVERVIEW OF POST

This post is subject to the current conditions of employment for Class Teachers contained in the National Teachers Pay and Conditions Document, the 1998 School standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. The role demands the application of specialised teaching approaches, systematic planning and record keeping and the management and deployment of Teaching Assistants.

PURPOSE OF JOB

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

MAIN RESPONSIBILITIES AND EXPECTATIONS

PLANNING AND TARGET SETTING

To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class. Adapt lesson plans to incorporate individual personalised learning for students, building on prior achievements, through identifying clear teaching objectives and specifying how they will be taught and assessed. Contribute to the whole school's planning activities.

TEACHING AND MANAGING STUDENT LEARNING AND CARE

Provide clear structures for lessons maintaining pace, motivation and challenge. Take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and school policies and particularly the foundations for literacy, numeracy and ICT. Use a variety of teaching strategies which involve first hand experiences, play and talk as a vehicle for learning including visual teaching and learning styles following Heathermount teaching and learning strategies. Ensure coverage of all curriculum requirements and that IPP targets are systematically addressed and met.

MONITORING, ASSESSMENT, RECORDING AND REPORTING

Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching. Mark and assess students' work and to record their development, progress and attainment, both at school and elsewhere. Demonstrate consistent and effective assessment of pupils' progress and keep records to check work is understood and completed. Analyse recorded data and sampled work to continually diagnose students' needs and to set realistic, challenging targets for improvement. Undertake assessment of students as requested by examination bodies, departmental and school procedures.

RELATIONS WITH PARENTS AND WIDER COMMUNITY

To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties through reports and regular communication. Attend open days, parents' evenings, review days and event meetings as required and forge links with outside agencies and the wider community.

MANAGING OWN PERFORMANCE AND DEVELOPMENT

Evaluating own practice in relation to student progress, targets and feedback from senior staff monitoring. Undertake any self- development identified in appraisals, personal training and development plans. You are expected to take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

MANAGING AND DEVELOPING STAFF AND OTHER ADULTS

Effectively manage the Teaching Assistants working with you, establishing clear expectations and professional working relationships and giving clear guidance on strategies for raising achievement. Involve Teaching Assistants as appropriate in planning, recording and running activities and give guidance and support as required.

MANAGING RESOURCES

Ensure effective management of the learning environment and development of teaching and learning resources. Manage any delegated funds and allocate available resources with maximum efficiency and advise Leadership Team of likely priorities for future expenditure.

STRATEGIC LEADERSHIP

Participate in discussions about curriculum development and ensure that the Leadership Team are well informed about plans, priorities and effective strategies in your class or subject. Provide a role model for students and other staff through consistent professional conduct.

WORKING ENVIRONMENT

Presently the taught year is 195 days (including 5 INSET training days).

Pupils arrive each day at 9am for registration and depart at 3:30pm.

You will be expected to contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

This job description may be amended at any time following discussion between the Headteacher and member of staff.