

TEACHER JOB DESCRIPTION

RESPONSIBILITY:	The Family Care Group – School Proprietor and the Board of Directors
ACCOUNTABLE TO:	Head Teacher
POST TITLE:	Teacher
School Roll:	
School Registration Profile:	Specialist provision KS1/2/3/4
SEND:	LD/Moderate Learning Difficulties/SEMH

ROLE OVERVIEW

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for SEND students

To monitor and support the overall progress and development of students as a Teacher/Form Tutor

To facilitate and encourage a learning experience which provides SEND students with the opportunity to achieve their individual potential

To contribute to raising standards of student attainment

To share and support the school's responsibility to provide and monitor opportunities for social, emotional and academic growth

DUTIES OF THE POST

TEACHING AND LEARNING

1. To undertake a designated programme of teaching across KS1/2/3 and 4 as required
2. Teach consistently high-quality lessons as highlighted in the Teaching Standards
3. Act as a role model through an open door policy in lessons and modelling best practice
4. To maintain appropriate records and to provide relevant accurate and up-to-date information for the Access Management Information system
5. To complete the relevant documentation to assist in the tracking of students in lessons taught
6. Prioritise and manage time effectively, undertaking continued professional development in line with the role
7. To follow the Family Care Education policies and procedures
8. To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
9. Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught in.
10. Ensuring a high quality learning environment within the curriculum areas taught in
11. Plan and deliver schemes of work and lessons that meet the requirements of classes taught
12. Be a role model for SEND students, inspiring them to be actively interested in subjects taught
13. To ensure the effective/efficient deployment of classroom support in the classroom
14. Follow schemes of work for subjects taught at all Key Stages
15. Promote aspects of Personal Development relevant to SEND students
16. Promote student learning through involvement in out of hours activities

ASSESSMENT FEEDBACK AND TRACKING

1. To lead, monitor and evaluate the assessment and feedback to students in line with whole school assessment policy
2. To follow department monitoring and tracking systems relating to students attainment, progress and achievement
3. Mark, grade and give written/verbal and diagnostic feedback as required
4. Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
5. Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
6. Complete the relevant documentation to assist in the tracking of students
7. To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
8. Follow setting and co-ordinating assessment arrangements in subjects taught at all Key Stages and in all areas as required by school policies, including standardising those assessments

STAFF DEVELOPMENT

1. To continue personal development in the relevant areas including subject knowledge and teaching methods
2. To engage actively in the Performance Management process
3. Participate in whole school CPD programmes
4. To take part in the staff development programme by participating in arrangements for further training and professional development

STUDENT SUPPORT AND PROGRESS

1. To be a Key Teacher to an assigned group of students if and when required
2. To promote the general progress and well-being of individual students and the Tutor Group as a whole.
3. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
4. To evaluate and monitor the progress of students and keep up-to-date student records as may be required
5. To contribute to the preparation of Action Plans, IBP's and IEP's and other reports as required
6. To alert the appropriate staff to problems experienced by students
7. To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
8. To contribute to PSHE and Citizenship and enterprise according to school policy
9. To apply the Behaviour policy so that effective learning can take place
10. Meet with students over whom there are concerns and contact home where necessary in conjunction with staff team.
11. To provide support at social times

SAFEGUARDING

1. Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school
2. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

COMMUNICATIONS MARKETING AND LIAISON

1. To communicate effectively with the parents of students as appropriate
2. Where appropriate, to communicate and cooperate with persons or bodies outside the school.
3. To follow agreed policies for communications in the school
4. To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.

PERSONAL RESPONSIBILITIES

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
2. To actively promote school policies and procedures
3. To be responsible for own continued professional development
4. To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
5. To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
6. To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
7. To attend meetings scheduled in the school calendar punctually
8. To set cover work during any leave of absence
9. To adhere to the School's Safeguarding Policy

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher

STANDARDS AND QUALITY ASSURANCE

1. Support and promote the high aspirations, positive ethos and inclusive culture of the school to colleagues, governors, carers, parents, children, and members of the wider school/organisation community
2. Support and promote all school policies and procedures, particularly those relating to child protection and safeguarding, equality, health and safety, confidentiality, behaviour, data protection and supporting pupils with medical needs
3. Liaise with Head teacher and SLT promptly following meetings regarding pupils of the school, and maintain up to date records of any actions/outcomes resulting from meetings
4. Be aware of and support pupil differences, and ensure that all pupils have equal access to all school opportunities
5. To promote the general progress and well-being of individual pupils throughout the school
6. To provide advice and guidance to pupils, carers and parents on educational, emotional and social matters, in line with school policies
7. Attend and participate fully in school events e.g. open evenings, workshops, and the celebration of pupil performance
8. Promote strong links with Access School and other schools within the community where appropriate

To declare any other work (paid or voluntary) or activity that may lead to a conflict of interest.

TEACHER PERSON SPECIFICATION

Training and Qualifications		Essential	Desirable
1	Qualified Teacher Status	✓	
2	SEN qualification		✓
Experience			
3	Experience of teaching across key stages and subjects		✓
4	Experience of teaching SEN pupils	✓	
5	Experience of teaching good or outstanding lessons	✓	
6	Ability to teach to specified examination specifications	✓	
7	Experience of designing and delivery literacy/numeracy interventions		✓
Knowledge and understanding			
8	Knowledge of current educational issues and changes		✓
9	Thorough knowledge of specialist subject	✓	
10	Knowledge and understanding of the principles of assessment and effective record keeping	✓	
11	Understanding of national strategies		✓
12	Knowledge and understanding of how ASD, Attachment and SEMH impacts on learning and behaviour	✓	
13	Understanding and commitment to equality of opportunity	✓	
14	Knowledge of the SEN Code of Practice		✓
15	Sound knowledge of Child Protection procedures	✓	
Abilities and Skills			
16	Ability to instigate effective strategies for keeping pupils safe		✓
17	High level of organisational skills	✓	
18	Effective behaviour management skills	✓	
19	Ability to plan, teach and assess effectively to a high standard	✓	
20	Effective communication and interpersonal skills	✓	
21	Proven ability to create effective relationships with parents/carers and professionals inclusive of Local Authorities and Governors	✓	
22	The ability to raise standards	✓	
23	Ability to identify successful inclusion strategies for all pupils		✓
24	Proven ability in innovative differentiation	✓	
Personal Qualities			
25	A joyful temperament and sense of humour	✓	
26	A motivated team player	✓	
27	Ability to work flexibly under pressure	✓	
Other Requirements			
28	Full driven licence	✓	
29	A major commitment quality and excellence	✓	
30	Ability to set targets and meet deadlines	✓	