

## **WITHERSLACK GROUP**

### **Teacher - Job Description**

**POST TITLE:** Teacher

**RESPONSIBLE TO:** The teacher will operate in accordance with nationally agreed policy and conditions and will be immediately responsible to the Deputy Head (Education) and, ultimately, the Head Teacher. The teacher will operate under the reasonable direction of the Head Teacher and is employed by the Witherslack Group.

**LIAISON WITH:** Other Teachers, Key Stage Co-Ordinators, Senior Leaders, Pastoral Team

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### **OVERALL RESPONSIBILITIES**

- 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 Head Teacher
- To play a significant role in the establishment, maintenance and development of a calm and safe learning environment. To provide and promote the emotional well-being of each individual to reflect our commitment to educating the 'whole child'
- To become fully conversant with and the implementation of the Witherslack Group's philosophy and policies
- To respect and maintain the confidential nature of the work

### **CURRICULUM**

- To plan, prepare, evaluate and review learning programmes which reflect sound practice and facilitate physical, emotional, social, cultural and moral development
- To teach individual pupils/small groups of pupils and review lessons, teaching and learning styles in accordance with school practice and policy
- To participate in the arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and supervising during such examinations
- To supervise and, so far as practicable, teach any pupils whose teacher is absent
- To participate in the review of the development and management of activities related to the curriculum, organisation
- To act as a faculty coordinator, responsible for the coordination, self-evaluation and development planning for the group of subjects

## **PUPILS**

- To establish good relationships with pupils based on confidence, trust, understanding and mutual respect, setting a good role model for pupils
- To set challenging, appropriate and demanding expectations designed to promote self-esteem, positive learning, independence and resilience
- To provide feedback to pupils in relation to progress and achievement
- To encourage pupils to maintain socially acceptable standards of behaviour and to encourage and maintain good order and discipline among pupils and safeguard their health and safety. To be familiar with behavioural approaches and with the school's Behaviour Management Policy
- To provide all pupils with guidance and counselling of a personal, social and educational nature
- To take a significant share of responsibility in the supervision of pupils at break time and participate in administrative tasks related to break time, including the management and support for other teachers and resources in the school
- To be aware of any problems by maintaining good communication and alleviating difficulties with resources

## **PUPIL PROGRESS**

- To assess, record and report on the development, progress and attainment of the pupils
- To develop appropriate profiles on pupils' education, personal and social needs
- To participate in meetings, e.g. annual reviews, on individual children to discuss pupils' progress within school

## **STAFF GROUP**

- To maintain clear, effective and impartial communication between all staff at the school
- To participate in the Group's Staff Development Programme
- To attend and participate in multi-disciplinary and school meetings and attend inset days
- To participate in appropriate In-Service Training
- To support colleagues as appropriate

## **ASSESSMENT, RECORDING AND REPORTING**

- To make full use of the school's mechanisms to assess pupil emotional well-being, learning and behaviour
- To prepare educational and learning programmes and record progress in accordance with policy and practice
- To prepare reports for Statutory Annual Reviews and any other meetings, as required

**RESOURCES**

- To make effective use of resources within the school and to be aware of the resources provided by the Group and those within the community, as appropriate
- To be aware of maintaining safe working practices within all areas with particular reference to Health and Safety Policy
- To advise and co-operate with the Senior Leadership Team and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment

**GENERAL DUTIES**

- To safeguard and promote the welfare of pupils at all times and to follow Group policy and procedures in this area
- To participate in the school’s arrangements for appraisal of performance
- The teacher should review his/her methods of teaching and programmes of work under the supervision and direction of the Head Teacher
- To perform any other reasonable task that the Head Teacher may ask from time to time

**SAFEGUARDING**

This post is subject to an Enhanced Disclosure check.

*Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.*

*The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children’s homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.*

**REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

**ACKNOWLEDGEMENT**

Employee Signature.....

(Print Name)..... Date .....

Manager Signature.....

(Print Name) ..... Date .....

**Person Specification for the post of: Teacher**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous teaching experience at the appropriate age range</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching EBD children</li> <li>• Experience in a residential setting</li> </ul>
<b>Education / Training / Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist qualification in Special Education</li> </ul>
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Appropriate Subject/Key Stage knowledge</li> <li>• Ability to deliver a flexible differentiated curriculum to pupils who may be functioning at low levels of ability</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEN, EBD, ADHD, Statements, 'Looked After' process</li> </ul>
<b>Skills - Disposition</b>	<ul style="list-style-type: none"> <li>• Team worker</li> <li>• Ability to manage challenging behaviour</li> <li>• Communication/interaction skills to a high standard</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to differentiate work</li> </ul>
<b>Working Arrangements / Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to maintain high professional standards at all times</li> <li>• Ability to become integral part of a team</li> <li>• High level of resilience</li> <li>• Good communicator</li> <li>• Emotionally resilient</li> <li>• Good level of physical fitness (particularly with regard to Restrictive Physical Interventions)</li> <li>• Available for training courses outside of working hours</li> </ul>	