



**POSITION : TEACHER Main Scale plus SEN Points  
depending on qualifications and experience**  
**RESPONSIBLE TO: Headteacher**

**DUTIES AND RESPONSIBILITIES**

To carry out the professional duties of a school teacher as set out in the DfE School Teachers' Pay and Conditions document.

- 1.1 To teach a class of 7/8 pupils with autism.
- 1.2 To plan and deliver a broad and balanced curriculum based within the framework of either The Foundation Stage or National Curriculum that meets the needs of pupils with autism.
- 1.3 Write, review and update individual educational programmes for all pupils.
- 1.4 Keep detailed daily notes for each child which include, as appropriate, academic achievements, attitude to learning, level of communication, behaviour and level of adult attention required.
- 1.5 To continually assess and monitor individual pupil progress and provide detailed reports for reviews.
- 1.6 Work collaboratively with colleagues and other professionals to improve the range of curriculum opportunities available to pupils with autism.
- 1.7 To be responsible for co-ordinating a specified area of the curriculum throughout the school ensuring that it meets the needs of pupils with autism. The teacher will be expected to:
  - a) Write, regularly monitor and review the school policy and guidelines in consultation with school staff and in line with the requirements of The Foundation Stage and National Curriculum.
  - b) Monitor and analyse assessment data for your subject, identifying areas for improvement.
  - c) Write, monitor and evaluate a subject action plan and present an annual summary of achievements to staff and governors.
  - b] Maintain and develop appropriate resources throughout the school ensuring all staff are aware of the resources available.
  - c] Be aware of the current research and developments by attending courses and reading. Ensuring all staff are regularly informed of developments in this area.
  - d] Support and advise colleagues as required on teaching methods, sources of reference, use of appropriate materials, etc. for pupils with autism.
  - e] Lead discussion groups / workshops with staff, parents and governors as required.
  - f] Ensure pupils experience continuity and progression throughout the School by joint planning and collaboration.
  - g) To complete professional development reviews for teaching assistants in your team.

## 2. **PASTORAL**

- 2.1 Liaise and develop good communication with parents through established channels, e.g. home / school books.
- 2.2 Encourage appropriate standards of behaviour but being sensitive to the individual needs of pupils with autism.
- 2.2.1 Understand and follow Safeguarding procedures whenever concern arises over a pupil's welfare.

## 3. **DAY TO DAY ORGANISATION AND CLASSROOM MANAGEMENT**

- 3.1 In conjunction with classroom support staff to organise the classroom, its resources and displays to create a stimulating learning environment.
- 3.2 To lead and manage a team of classroom support staff and any students or voluntary helpers assigned to the class for whom responsibility has been allocated.
- 3.3 To lead pupil progress meetings once a week.
- 3.4 To lead and minute class planning meetings once a week.
- 3.4 To attend appropriate meetings such as reviews, parents' evening, teachers' meetings and staff meetings.
- 3.5 To support and implement the agreed school policies and developments.
- 3.6 To be involved daily in the supervision of pupils at lunchtime, both in the dining room and the playground.
- 3.7 To undertake home visits or visits to playgroups, children's centres and classes in other schools as required by the Senior Leadership Team.
- 3.8 To support integration programmes if and when necessary, either in other classes within Russet House School or other schools.

## 4. **PROFESSIONAL DEVELOPMENT**

- 4.1 Identifying Inset needs and attending relevant courses.
- 4.2 Participating in school working parties.
- 4.3 Participating in the school's agreed scheme for Appraisal.
- 4.4 Take an active part in whole school development planning.

## 5. **OTHER DUTIES**

- 5.1 Participation in school social and fund raising activities
- 5.2

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| <p><i>All Schools, PRUs and other Services within Enfield are committed to Safeguarding and promoting the welfare of children and young people. Therefore all employees and workers within Russet House School are expected to share this commitment.</i></p> <p><i>Staff are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title, purpose and grade.</i></p> |
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March 2017