**Job Description**

**SCHOOL:** Gretton School

**POST:** Teacher

**GRADE:** Dependent on experience

**RESPONSIBLE TO:** Headteacher

**Aim of the Post**

To be responsible for all planning, assessment, monitoring and implementation of the Individual Education Plans for a Key Stage group of pupils, to ensure pupil progress and the delivery of a high quality curriculum, including the National Curriculum suitably differentiated to meet the needs and interests of pupils on the autistic spectrum.

**Main Duties**

* To carry out duties as set out in paragraphs 33–36 of the School Teacher’s Pay and Conditions Document 1987.
* A full teaching commitment except where special arrangements are made for release.
* Be responsible for delivering a broad and balanced curriculum
* To take into consideration other curriculum approaches and specialist programmes so that the full needs of the pupils are met.
* To organise the classroom, its resources, pupil groupings and displays in order to provide a stimulating learning environment.
* To share in the writing, evaluation and updating of pupil’s individual education plans and individual behaviour plans and contribute to termly and annual reports
* Adhere to the school planning and record keeping systems and submit them for monitoring purposes on request.
* To contribute to the recording of events and progress.
* To manage and direct the support staff working within lessons.
* Promote good communications with parents via home-school books, telephone calls and meetings.
* To work effectively as a member of a multi-disciplinary team, liaising with Pastoral Manager and Therapists as appropriate.
* Keep up to date with developments in education, particularly related to ASC.
* Adhere to all school policies and procedures.
* Take an active part in whole school development planning and implementation and supporting colleagues with specialist subject knowledge as appropriate
* Support other teachers in the undertaking of their school wide duties and responsibilities.
* Carry out duties in relation to the above as directed by the Headteacher or Principal.
* Carry out when requested and by mutual agreement, extraneous duties.

**School Wide Responsibilities**

* Be responsible for at least one area of the curriculum throughout the school.
* Be responsible for an additional area / activity / process of the school.
* To understand and implement the duties and responsibilities arising from the Children Act 2004 and working together in relation to child protection and safeguarding.
* To report any concerns regarding safeguarding and child protection to the Designated Person immediately.
* To attend appropriate courses and disseminate skills learnt to the rest of the staff.
* To undertake such other duties and responsibilities that may be required from time to time.

**Person Specification**

This role will suit an energetic and dedicated professional who is looking to make a difference to the lives of young people with ASC, as well as furthering their own professional development.

**Qualifications and experience**

* An appropriate teaching qualification
* Successful experience of teaching in a range of settings/schools with pupils with ASC.

**Skills, Knowledge and Abilities**

* A broad knowledge of strategies used for teaching children and young people with ASC.
* The ability to develop a National Curriculum area throughout the school.
* The ability to use a computer for teaching purposes and also for the planning, preparation and recording of pupils’ assessment, progress and IEPs.
* Evidence of the ability to work as a member of the class team and to direct support staff as necessary
* Knowledge of the curricular needs of children with autism.
* Flexibility in order to respond to the needs of the school in undertaking extraneous duties.
* The ability to work as part of a multi-disciplinary team.
* A willingness to contribute to the life of the school.
* An ability to work closely with parents/carers in providing an education that is suitable to the needs of children with autism.
* The ability to apply the Equal Opportunities policy in work with the children.

As we are committed to the safeguarding of children an Enhanced Level DBS is required for this post.