



Headteacher: Steve Thompson

Manor School
Chamberlayne Road
Kensal Rise
London
NW10 3NT

Tel: 020 8968 3160 Fax: 020 8968 3075

Email: enquiries@manor.brent.sch.uk



CEO: Jayne Jardine

Brent Specialist Academy Trust (BSAT) Teacher Job Description (Inner London Teacher Pay Scale plus SEN Allowance Point 1)

DIRECTLY RESPONSIBLE TO: The Head teacher

MAIN PURPOSE OF JOB AND PRINCIPAL ACCOUNTABILITIES:

(1) Liaison and Co-operation

The teacher will work in liaison and close partnership with:

- Other members of staff
- Members of LA support and advisory services
- Organisations and networks relevant to the teacher's specialism or subject
- Parents, governors and the local community

(2) Policy and Legal Framework

The teacher will work within the framework of:

- The most recent School Teachers' Pay and Conditions Document.
- School policies and guidelines on the curriculum, assessment and school organisation
- BSAT/DfE policies, in particular those relating to curricular aims and principles, and to race disability and gender equality.

(3) Professional Duties

Teaching:

- In each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to her/him.
- Planning and preparing effective, motivating lessons that are well differentiated to meet the needs of all pupils;
- Effectively teaching, according to their special educational needs, the pupils assigned to her/him, including the setting of accurate pupil targets;
- Assessing, recording and reporting on the development, progress and achievement of pupils;
- Ensuring communication is at the core of all teaching and opportunities for effective communication is built into the classroom environment and all teaching activities

Other activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him; this includes supporting self-help and intimate care;





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- Making records of and reports on the personal and social needs of pupils;
- Close communication and consultation with the parents/carers of pupils;
- Communicating and co-operating with persons or bodies outside the school;
- Maintain an attractive and appropriate classroom environment and to contribute to displays in the school as a whole.
- Participate in meetings arranged for any of the purposes described above;

Assessments and reports:

- Providing or contributing to oral and written assessments and reports relating to individual pupils and groups of pupils including end of terms reports and Annual Reviews;
- Ensuring assessments are made on a regular basis and pupil progress reviewed each term;
- Contribute to our moderation systems

Appraisal:

- Participate in arrangements made in accordance with regulations for the appraisal of his/her performance and that of others as appropriate.

Review, induction, further training and development:

- To evaluate and review one's own teaching methods, materials and planning and to make changes as appropriate.
- Participating in arrangements for her/his further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;

Educational methods:

- Advising and co-operating with the SLT, other teachers and therapists on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
- Working closely with the Multi Agency Support Team to ensure every pupil receives a highly personalised education

Discipline, health and safety:

- Maintaining good order and ensuring positive behaviour among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in school activities elsewhere;

Staff meetings/training:

- Positive participation in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;





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- Positive participation in INSET sessions and ensuring this learning is incorporated into every day teaching and has positive impact for pupils
- Take responsibility for their own CPD as part of their drive for the development of knowledge and skills to support pupils and colleagues

Cover:

- Supporting cover arrangements as required

Management:

- Contribute to the professional development of new teachers and their class support staff, including the induction of new staff.
- Positively and effectively manage class support staff on a daily basis to ensure the most effective use of their time and to ensure the best outcomes for pupils
- Taking part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attending assemblies, registering the attendance of pupils and supervising pupils

Supporting colleagues

- Report back to colleagues on courses attended
- Adhere to the Staff Code of Conduct at all times

Safeguarding and Equality policies

- To adhere to Safeguarding policies at all time, attend training and ensure any safeguarding or child protection concerns are immediately referred to the Safeguarding and Child Protection Lead
- To help ensure that subject-matter and learning resources reflect BSAT/DfE and school policies on race and gender equality and that the implications of these policies are borne in mind in relation to all the tasks and duties listed above.

I agree to undertake the duties listed above and any additional duties related to the position as required.

Signed:

Date:

