



THE HOLMEWOOD  
SCHOOL

## THE HOLMEWOOD SCHOOL: Teacher JOB DESCRIPTION

### 1. INTRODUCTION

- 1.1 The purpose of this job description is to identify generic and specific individual responsibilities in order for the employee to participate at The Holmewood School, London (THSL) in a full and effective way.
- 1.2 This job description takes into account the contract agreed between THSL and the job holder. It relates to the professional and representative role that the job holder has within THSL.
- 1.3 It will be reviewed at the beginning of each academic year or sooner if necessary.
- 1.4 The job description will be referred to by the job holder and their line manager during the Performance Management process.
- 1.5 The job description is not intended to restrict an individual's participation, especially in activities carried out voluntarily.

### 2. PURPOSE

- 2.1 To actively commit to THSL's vision, values and mission and encourage all staff and pupils to follow this example.
- 2.2 To follow and promote the school's policies.
- 2.3 To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for pupils with SEN.
- 2.4 To monitor and support the overall progress and development of pupils.
- 2.5 To facilitate and encourage a wide experience of learning opportunities that ensure each pupil meets their full potential.
- 2.6 To contribute to raising standards of pupils' attainment and achievement.
- 2.7 To share and support the school's responsibility to provide and monitor for academic and personal growth.

### 3. STRATEGIC MANAGEMENT

- 3.1 To assist in the development of appropriate syllabuses, resources, schemes of work, marking, policies and teaching strategies within the curriculum and programmes of study.
- 3.2 To plan and prepare courses, schemes of work and lessons.
- 3.3 To contribute to whole school planning and curriculum activities.
- 3.4 To assist in the development and implementation of individual pupil programmes.

- 3.5 To comply with Health and Safety regulations promoting a safe and healthy environment for all members of the school community.
- 3.6 To actively participate in all aspects of school life.
- 3.7 Maintain a positive, flexible attitude and inspire others.
- 3.8 Set, model and maintain high standards of professionalism throughout the whole school.

#### **4. CURRICULUM**

- 4.1 To ensure a range of teaching strategies are implemented to support the school's strategic objectives and relevant to individual's needs.
- 4.2 To assist in the process of curriculum development to ensure the continued relevance to the needs of the pupils.
- 4.3 To keep up to date with local and national curriculum developments, initiatives and current methodology.
- 4.4 To contribute to the process of monitoring and evaluating the curriculum in line with school policy and against quality standards and performance criteria.
- 4.5 To be responsible for assessment including submission of GCSE and entry level qualifications

#### **5. STAFFING**

- 5.1 To take part in school training and professional development with a commitment to acquiring additional SEN qualifications where necessary.
- 5.2 To maintain personal development in relevant areas including subject knowledge and teaching methodologies.
- 5.3 To actively engage in the Performance Management Review process.
- 5.4 To ensure the effective and efficient deployment of classroom and other support staff.
- 5.5 To work and contribute as a member of a designated team and to contribute positively to effective working relations within the school and multidisciplinary teams.

#### **6. COMMUNICATION**

- 6.1 To communicate effectively and positively with all staff and to adhere to the school policy, where appropriate, communicate and cooperate with persons, professionals or bodies outside of school.
- 6.2 To communicate effectively and purposefully to parents and pupils as appropriate.
- 6.3 To support the role of families as partners in supporting their child with SEN.
- 6.4 To promote effective relationships with others so that opportunities for students are maximised.

#### **7. TEACHING AND LEARNING**

- 7.1 To undertake an appropriate programme of teaching in accordance with the duties of a class teacher.

- 7.2 To teach pupils according to their educational needs, including the planning, implementation and assessment of pupils' work and progress.
- 7.3 To assess, record and report on the attendance, progress, development and attainment of pupils and keep records in line with school policy and practice.
- 7.4 To contribute reports for pupils' statutory assessments, annual reviews, transitions and individual programmes.
- 7.5 To ensure the core areas of learning are reflected in the pupil's daily teaching and learning experiences.
- 7.6 To ensure high quality of teaching and learning experiences for all pupils that meets with the internal and external quality standards.
- 7.7 To prepare and update subject materials.
- 7.8 To use a variety of delivery strategies and methods that will stimulate and support learning appropriate to the individual's needs.
- 7.9 To maintain discipline in accordance with the schools' procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 7.10 To undertake assessments of pupils as requested by external examinations bodies and to mark, grade or give feedback as required.
- 7.11 To share good practice with others and support the school's policy on monitoring the quality of teaching and learning and overall classroom practice.

## **8. PASTORAL**

- 8.1 To promote the general well-being and manage the pastoral care of a form group of students.
- 8.2 To encourage pupil attendance in lessons and encourage pupils to be full participants of the school community and aspects of school life.
- 8.3 To evaluate and monitor the emotional well being of pupils.
- 8.4 To follow and implement the school's behaviour policy.
- 8.5 To communicate when appropriate with parents, professionals or bodies out of school concerning the welfare of individual pupils.
- 8.6 To contribute to the development and teaching of the PHSE and citizenship curriculum.

## **9. SAFEGUARDING**

- 9.1 To be responsible for promoting and safeguarding the welfare of all children and young people in the school.
- 9.2 To make referrals to the school's Designated Safeguarding Leads and Designated Safeguarding Officers where appropriate
- 9.3 To always act in the best interests of the student.
- 9.4 To be diligent to health and safety risks around school and create risk assessments where needed.
- 9.5 To ensure that pastoral care and teaching fully includes relevant safeguarding lessons.

## **10. OTHER DUTIES**

- 10.1 To take part in appropriate marketing activities such as parent evenings, review days and links with other schools.
- 10.2 To contribute to maintaining and developing effective links with outside agencies.
- 10.3 To understand and demonstrate practice of equalities and diversity.

Whilst every effort has been taken to explain the duties and responsibilities of the post, certain individual tasks may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake any task of a similar level that is not specified in the job description.

Employees are expected to follow the staff code of conduct and provide a welcoming environment where they are courteous to colleagues, visitors and telephone callers.