**Company: Heather Field School Ltd**

**Section/Unit:** Heather Field School

**Position: Teacher**

**Reporting to:** Head Teacher

**Direct Line Management:** Head Teacher

**Main Purposes of the Job**

* To teach according to their educational needs, pupils assigned to him/her in the allocated class or group within the school and to carry out such other associated duties as are reasonably assigned by the head teacher.
* Use behaviour management strategies in line with Heather Field policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and special needs
* To maintain discipline in accordance with the rules and disciplinary systems of the school
* Create and maintain a purposeful, orderly and supportive learning environment for all pupils, particularly helping to overcome barriers to learning
* Observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the head teacher
* Adopt a flexible approach to meet the varied needs of the pupils in the classroom and participate in any physical activities as appropriate
* To control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of classroom assistant(s) relevant to the allocated class or group;
* To contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole
* Promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop and seek to ensure the implementation of the school’s equal opportunities policy
* Be responsible for promoting and safeguarding the welfare of children and staff within the school

Main responsibilities and tasks

* To be responsible for the planning, development and delivery of all areas of the curriculum; including the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning for pupils who have complex social, emotional and behavioural difficulties and multiple barriers to learning
* To be responsible for the management and organisation of pupils and the classroom, ensuring appropriate support for each pupil dependant on their individual planned needs, which will require working closely with other professionals such as social workers, therapists, care staff and parents
* To build working relationships with pupils, acting as role model and setting high expectations
* Support pupils’ learning in the most effective way, working with multidisciplinary teams in order to promote the learning and development objectives of each pupil
* Assist pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include the changing of incontinence pads/soiled clothing and following a programme for prescribed medication under agreed guidance
* Support pupils through the delivery of specific learning programmes and contribute to setting individual pupil targets and to reviews
* Encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in appropriate activities based on their age and special needs
* Build and maintain positive relationships with parents/carers, communicating information as required
* Administer and mark routine tests in line with the Heather Field’s marking policy
* Provide objective and accurate feedback and reports to the head teacher and to other professionals as necessary
* To assess pupils’ achievements and progress in accordance with arrangements agreed within the school and by reference to the provisions contained in the pupils’ statements
* To maintain records, attend case conferences and liaise with special needs support services and other outside agencies as required with regard to individual pupils

### Support for the school

* Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/inclusion and data protection, reporting all concerns to the appropriate named person
* Work in an environment where there is a varied intensity of demand from the pupils, and where physical intervention may be needed to ensure the safety of children and staff, prevent serious damage to property, and maintain the good order and discipline of the school
* Attend relevant meetings and participate in training opportunities and professional development as required
* Provide support for pupils’ emotional and social needs by encouraging and modelling positive behaviour in line with Heather Field policy
* Plan, prepare for and accompany pupils on visits, trips and out of school activities as required within contracted hours, and to take responsibility for pupils and their individual needs
* Assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties
* Follow a programme of medication for individual pupils as required
* Assist in the training and development of other staff
* Adhere to Heather Field health and safety policy, including risk assessment and safety systems
* Adhere to Heather Field policy on equality and diversity