



The Compton School

Additional Responsibilities

Post: 2 i/c Curriculum Support

Subject: English, Mathematics and other subjects as required

Salary: TLR

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

A teacher at The Compton School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document (appendix 1) and as outlined in the DfE School Teachers' Pay and Conditions Document.

The 2ic is also responsible for;

Teaching & Learning

- To teach high quality and relevant **lessons** to be delivered in line with the schools Teaching & Learning policy. These lessons should be well planned, objective lead and follow an agreed SOW.
- To suitably differentiate lessons to meet the needs of all students. This should include;
 - challenging provision for **the most able**
 - appropriate provision for **SEND** (liaising with whole school SENDCO & TA's)
 - appropriate provision for **EAL** (liaising with whole school EMA)
 - learning beyond the classroom through effective **homework** opportunities
 - high levels of **literacy**, appropriate to the Key Stage
 - thoughtful and wide ranging promotion of **SMSC** opportunities
- To contribute to the design of a **shared curriculum**
- To develop and adapt conventional teaching methods to meet the individual needs of pupils
- To plan, deliver and assess programmes designed or adapted to meet the needs of students with special educational needs
- To work alongside other teachers in the school to ensure lessons are differentiated and students with special educational needs are well catered for
- To employ the pedagogical approach of primary school teaching, with knowledge of the needs of a secondary school to ensure those who transition to secondary school below level 4 have targeted intervention.

Monitoring, Assessment & Feedback

- To be accountable for **student outcomes** and **teaching & learning** within your individual classes
- To carry out regular **assessment** opportunities at both Key Stages in line with the departmental assessment policy and to contribute to accurate **moderation** of assessment
- To ensure student progress is accurately **monitored** and **reported** on for individual class groups. This includes setting appropriate **targets**
- To attend meetings to review the progress of students with special educational needs such as statutory annual reviews, which will involve reviewing statements of special educational needs and producing Annual Review Report
- To ensure effective **communication** with parents, including the **reporting** process and attendance at **Parents Evenings**
- To review individual **GCSE performance**
- To provide regular **feedback** for all students in line with the departmental policy and ensure that **students act** on this feedback
- To provide **formative assessment** opportunities for students
- To ensure **Controlled Assessment** conditions are met in the classroom according to the schools policy and exam board regulations
- To take part in **observations** in line with the school's policy
- Testing KS 3 students for reading and spelling scores and distributing this information to staff
- To prepare annual individual education plans and termly targets for students in KS 3 and to ensure their implementation
- To liaise with social workers, speech and language therapists, physiotherapists, educational psychologists and other relevant professionals
- To work alongside the SENCo to disseminate the most effective **teaching approaches** for SEND students across the school
- To liaise closely with parents and guardians of students with special educational needs
- To monitor the intervention programme offered to students by staff in the Curriculum Support department to ensure interventions are well planned and monitored for impact.

The 2i/c is also responsible for supporting the SENDCo / Head of Department with the following areas:

Leadership

- Setting and sharing the **aims, objectives** and **vision** of the department to ensure high aspirations and outstanding outcomes for staff & students
- Contributing to the **School Improvement Plan** and **Self-Evaluation Form**
- To improve the quality of **teaching, learning and assessment** across the department and to raise standards of attainment
- To keep up to date with national developments in your **subjects pedagogy** and **practice** and to promote and implement them appropriately
- To contribute to the **professional development** of all staff by disseminating good practice in SEND across the school
- To contribute to **teamwork** and **effective working relationships** within the department.

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Behaviour & Climate for learning

- To work alongside the support and intervention team on matters concerning students with special educational needs
- To be responsible for **student behaviour** in the classroom and ensuring the whole school policy on behaviour is followed. To involve the Support & Intervention Team where necessary
- To provide a safe and positive learning environment for students to learn in the classroom through high quality **display** that is changed annually according to school policy and to ensure the learning environment is kept tidy.

Staff Development

- To line manage department members and monitor their performance and set rigorous targets for professional development through the appraisal process
- To review the progress of the department annually through a range of departmental **review processes**
- To support the departmental provision of **continual professional development** for staff. This includes the induction of new staff and succession planning
- To promote **teamwork** and **effective working relationships** within the department.

Management

- To contribute to the provision of **extra-curricular opportunities** for students across the Key Stages
- To co-ordinate the Homework Club offered to students with special educational needs
- To ensure appropriate **student consultation** and **student leadership** opportunities within a department
- To ensure **health and safety** standards are met across the department
- Managing the interventions programme to provide additional support for students during PDT
- To coordinate and chair **annual review process** for students with statements in Key Stage 3, supported by the SENCo
- To run effective and developmental **department meetings** that share best practice, according to the planned schedule of meetings
- To ensure appropriate **cover work** is set in staff absence.

Promotion of school

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
- To promote, advocate and follow all **school policies**.