**The Courtyard School**



**Job Description**

|  |  |
| --- | --- |
| **Post Title:** | SEN English Teacher Maternity Cover |
| **Purpose:** | * + To implement and deliver an appropriately broad, balanced, relevant and differentiated English curriculum for pupils with autism (ASC) and/or speech, language and communication needs (SLCN) and to support a designated curriculum area as appropriate.
	+ To monitor and support the overall progress and development of pupils as a teacher and Key Worker (Guardian).
	+ To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
	+ To contribute to raising standards of achievement and maximising pupil attainment in English.
	+ To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.
	+ To be committed to the safeguarding of children.
 |
| **Reporting to:** | Deputy Head for Teaching and Learning |
| **Liaising with:** | Senior Leadership Team, teaching and support staff, external agencies and parents. |
| **Working Time:** | 195 days per year. Full-time |
| **Salary/Grade:** | Inner London MPS plus £2,000 for the suitable candidate to take a lead role for the maternity cover period of time. |
| **Disclosure & Barring Service (DBS)** | Enhanced |
| **MAIN (CORE) DUTIES** |
| **Teaching:** | * + To plan, teach and assess engaging and inspiring English lessons to pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
	+ To be reflective on one’s own practice and adapt/modify/develop lesson and/or curriculum plans accordingly.
	+ To use a variety of teaching strategies which will stimulate learning appropriate to pupil needs and demands of the syllabus.
	+ To plan, risk assess and lead educational visits to places which will engage and inspire pupils’ learning, development and levels of inquiry.
	+ To assess, record and report on the progress, development and attainment of pupils and to keep such records as are required.
	+ To ensure that ICT, Literacy, Numeracy, cross-curricular aspects and school subject specialism(s) are reflected in the teaching/learning experience of pupils
	+ To prepare and update subject materials.
	+ To maintain good order, discipline and respect for others; to promote understanding of the school’s rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
	+ To safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning.
	+ To mark, grade and give written and verbal and diagnostic feedback to pupils of individual work and group work they have undertaken.
 |
| **Staff Development:** | * + To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
	+ To engage actively in the Performance Management Review process.
	+ To ensure the effective/efficient deployment of classroom support.
	+ To work as a member of the team and to contribute positively.
 |
| **Communications:** | * + To communicate effectively with the parents of pupils as appropriate.
	+ Where appropriate, to communicate and co-operate with persons or bodies outside the school.
	+ To follow agreed policies for communications in the school.
	+ Attend meetings according to the school’s policy.
 |
| **Pastoral System:** | * + To be a Key Worker to an assigned group of 6 pupils.
	+ To promote the general progress and well-being of individual pupils and of the Key Worker Group as a whole.
	+ To liaise with a Deputy Head for Pastoral to ensure the well-being and educational development of your assigned pupils.
	+ To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
	+ To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
	+ To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
	+ To contribute to PSHE and Citizenship according to school procedures.
	+ To apply the school’s behaviour management procedures so that effective learning can take place.
 |
| **Other Specific Duties**: |
| * To play a full part in the life of the school community
* To promote actively the school’s policies.
* To actively engage in the school’s self-review and evaluation processes.
* To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by School Teachers’ Pay and Conditions Document, not mentioned in the above.
* To comply with the school’s procedures concerning safeguarding and to ensure that training is accessed.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |
| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to pupils.* |
| This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

2021