

Job Description

Learning Support Teacher – Main Scale

Key Responsibilities:

General

1. To be responsible for the day-to-day organisation of the teaching and pastoral care of allocated groups
2. To uphold and maintain the values, ethos and discipline of the academy

Form Tutor

1. To act as form tutor to an allocated group, exercising appropriate pastoral care and completing the organisational and administrative tasks associated with the role of a form tutor.
2. To be responsible for monitoring the academic performance, behaviour and appearance of the tutor group, in accordance with the stated aims and values of the academy and in line with The Dorcan Academy Form Tutor standards.

Subject Teacher

1. To teach students who arrive at The Dorcan Academy without the basic skills to access the curriculum, closing learning gaps from primary school and supporting their academic and pastoral transition; this will involve a heavy focus on literacy and numeracy whilst ensuring students still have access to the range of subjects within the curriculum.
2. To work with the SENCo and other subject teachers to ensure each child follows a bespoke curriculum for their needs; create schemes of learning and plan suitable lessons and Home Learning activities with creative ideas, a variety of multi-sensory methods and use of stimulating resources. Support and motivate every child to develop confidence, self-esteem and enjoyment in their learning.
3. To provide regular and timely feedback on students' work and encourage high standards through the appropriate use of praise and sanctions, making particular use of the school's rewards systems.
4. To promote and maintain high standards of behaviour both in the classroom and around the school, utilising the Ready to Learn policy consistently.
5. To keep accurate records of students' progress, prepare reports (including Pupil Passports) and work with the team to carry out standardised assessments of students as necessary.
6. To use assessment data available to monitor progress and set appropriate targets for students.

7. To communicate promptly and sensitively with parents, both formally and informally, working with the SENCo. Meet with parents at Parents' evenings and at other times, in accordance with school policy and practice
8. To participate in the meetings and staff development programme of the academy, including the coaching programme
9. To take part in the appraisal process, seeking to continually improve upon your best
- 10 To uphold the Teacher Standards and, if applicable, those related to the Upper Pay Scale (UPS)
- 11 To use appropriate ICT with teaching groups, in accordance with the departmental and academy ICT policy
- 12 To observe the SEND policy
- 13 To observe and implement the academy Health and Safety policy, including risk assessments
- 14 To occasionally cover for absent colleagues when called upon to do so in accordance with school policy and practice
- 15 To complete the administrative and organisational tasks related to normal teaching duties
- 16 To support and encourage extra-curricular activities, contributing in collaboration with colleagues
- 17 To undertake duties as allocated by the SENCo and shared fairly amongst all teaching staff.

General:

- Safeguarding: It is the responsibility of every member of staff to undertake safeguarding training and to follow the necessary procedures as outlined in Safeguarding policies and procedures (see section 2 of the Staff Handbook).