

# **Arnfield Independent School**

## **Job Description – Teacher**

### **Responsibilities:**

- Manage, deliver and support the development of education at the school.
- Provide a caring, supportive and stimulating environment, which facilitates the education of young people.
- Develop and co-ordinate the provision of the National Curriculum as appropriate to Arnfield Independent School.
- Supervise the work of Learning Mentors/ Teaching Assistants in the delivery of the curriculum.
- Plan and implement individual education plans (IEP) for each young person.
- Co-ordinate the provision of the ASDAN and AQA award schemes.
- Carry out duties at all times with regard to Arnfield Independent School procedures and policies as identified in the staff handbook.

### **Duties:**

- Prepare a weekly IEP for each young person.
- Prepare a daily educational case report for each young person.
- Use and participate in the reviews of each young person's personal education plan (PEP).
- Attend meetings and reviews when required.
- Prepare reports for staff meetings, reviews or other bodies as required.
- Communicate with keyworkers and managers about young peoples progress and behaviour.
- Assist in organising strategies in response to issues and difficulties when encountered.
- Contribute to the general smooth running of Arnfield Tower Activity Centre/Greenfield House.
- Undertake relevant training where required.