



JOB DESCRIPTION

Department:	Learning Development Centre
Post:	Teacher
Responsible to:	Head of LDC
Job purpose:	This is an exciting opportunity to be a part of a friendly, dynamic team; working with small groups of children, with a range of educational needs. You will be an innovative, committed and reliable teacher; a good team player, flexible in their person-centred approach. We seek a natural flair for understanding additional educational needs, coupled with a drive for making a difference.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and learning

1. Administer assessments and use outcomes to devise individual and group learning programmes
2. Identify and adopt the most effective teaching approaches for pupils with Additional Educational Needs (AEN)
3. Monitor teaching and learning activities to meet the needs of pupils with AEN
4. Identify and teach study skills that will develop pupils' ability to work independently
5. Have a clear understanding of the department's holistic approach to learning

Recording and assessment

1. Identify individual pupils' Additional Educational needs - testing, target setting, monitoring children and writing individual education plans
2. Collect and interpret assessment data
3. Develop a holistic understanding of learning needs and the importance of raising achievement among pupils
4. Maintain accurate and accessible records of programmes of work and assessments

Liaison

1. Disseminate good practice in AEN across the school as a department link tutor
2. Collaborate with the classroom teacher to define appropriate activities for the pupils in relation to the curriculum
3. Liaise with parents and other agencies, such as the medical profession, social workers, speech and language therapists and educational psychologists
4. Work closely with colleagues both within the LDC and the wider school environment

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings
4. Uphold the school's behaviour code and uniform regulations
5. Participate in staff training
6. Attend team and staff meetings

Plus

1. Team working - it is essential to be able to work with colleagues co-operatively and take responsibility for key tasks assigned by the Head of Department
2. Flexibility - it is important to be able to respond to the needs of the children and adapt or change plans accordingly
3. A positive, energetic and enthusiastic outlook
4. Patience, understanding and empathy with pupils
5. Follow the policies and procedures laid down in the Staff Handbook and other whole-school documentation.
6. Take on the role of a group tutor (see the attached description of the duties of a group tutor)
7. Undertake the core workload
8. Participate in the school's extra-curricular programme
9. Any other duties that your line manager sees fit, providing that such duties are appropriate to your role

Selection Process

References will be taken up prior to interview unless a specific request has been made to the contrary.

The closing date is Tuesday 22 January 2019.

First stage interviews will take place w/c 28 January and second stage interviews will take place w/c 5 February.

The successful candidate would be required to take up their appointment from 1st September 2019.

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Baring Service.

☐ I understand the duties listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.