**Teacher Job Description**

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers’ Pay and Conditions document and other current educational and employment legislation.

**Responsible to:**

* Head Teacher / Deputy Head Teacher

**Responsible for:**

* Teaching and supporting all designated class(es) across the school

**Job Purpose:**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils attending the school
* To monitor and support the overall progress and development of pupils as a Teacher
* To facilitate and encourage a learning experience which provides SEND pupils with the opportunity to achieve their individual potential
* To contribute to raising standards of pupil attainment
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth

**Teaching:**

* To undertake a designated programme of teaching across all key stages
* Teach consistently high quality lessons as highlighted in the new Teaching Standards
* To maintain appropriate records and to provide relevant, accurate and up-to-date information as appropriate, including completing registers
* Prioritise and manage time effectively, undertaking continued professional development in line with the role
* To follow the school policies and procedures
* To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour and standards
* Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology
* Ensuring a high quality learning environment
* Plan and deliver schemes of work and lessons that meet the requirements of classes taught
* To ensure the effective/efficient deployment of classroom support in the classroom
* Follow schemes of work for subjects taught at all Key Stages
* Promote aspects of Personal Development
* To contribute to the development of the school curriculum including coordinating a name subject (except NQTs)

**Assessment, Feedback and Tracking:**

* To lead, monitor and evaluate the assessment and feedback to students in line with whole school policy
* Give feedback to pupils as required
* Undertake assessment of students as requested by external examination bodies and school procedures
* Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
* Complete the relevant documentation to assist in the tracking of students

**Staff Development:**

* To continue personal development in the relevant areas including subject knowledge and teaching methods
* To engage actively in the Appraisal process
* Participate in whole school CPD programmes
* To take part in the staff development programme by participating in arrangements for further training and professional development
* To undertake and implement training required to meet the needs of pupils in school

**Student Support and Progress:**

* To promote the general progress and well-being of students
* To contribute to the preparation of Plans and reports as required (Support and Intervention Plans, Intimate Care Plans, Moving and handling plans, Risk assessments, Annual reviews etc.)
* To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate member of the SLT
* To apply the Behaviour Management Policy so that effective learning can take place
* To carry out procedures to meet pupils’ care, physical and medical needs.

**Safeguarding:**

* Be aware of the responsibility for safeguarding children and young adults
* Comply with the school’s Safeguarding Policy in order to ensure the welfare of children and young persons
* Report any concerns immediately to one of the schools Designated Safeguarding Leads in a timely fashion in line with school policy

**Communications, Marketing and Liaison:**

* To follow agreed policies for communications in the school
* To contribute to the school website and newsletter as appropriate
* To hold parent consultations as required by the head teacher, as part of directed hours.

**Personal Responsibilities:**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* To actively promote school policies and procedures
* To be responsible for own continued professional development
* To comply with the school’s Health & Safety policy and undertake risk assessments as appropriate.
* To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment for all
* To set cover work during any planned leave of absence
* To attend activities around the school day such as lunch duties and meetings as part of directed hours.
* To carry out any other duties in consultation with the Head Teacher.

**Teacher Person Specification**

**Essential**

* QTS
* Understanding and knowledge of strategies to meet the needs of pupils with special
* educational needs and challenging behaviours.
* Practical working knowledge of curriculum and assessment
* Some understanding of partnership working with parents and other professionals
* Ability to direct a class team
* Ability to co-ordinate an area of the curriculum
* Ability to foster positive relationships with pupils at age appropriate levels
* Ability to think creatively and innovatively in curriculum organisation and delivery
* Experience in planning for individual needs
* Good organisational skills
* Competency in ICT

**Desirable**

* Experience of working with pupils with SEN
* Experience in specialist approaches to meet pupils needs, e.g. Autism, Sensory
* Impairment, Physical disability
* Experience in differentiating and planning for individual needs
* Experience of leading a team to support learning.
* Proven classroom experience
* Good ICT skills including interactive whiteboards, Ipads and software.
* This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check will be
* required for the successful candidate.