



POST HELD:	Teacher
SALARY SCALE:	MPS + SEN 1
REPORT TO:	Curriculum Lead and Assistant Headteachers
RESPONSIBLE FOR:	Co- Educators

Teachers must carry out the professional duties of a teacher as set out in the current Teachers Pay and Conditions document and in addition support the leadership team in raising standards and take part in tasks and projects linked to the school improvement plan and SEF identified annually in order to improve teaching and learning practice and the school's effectiveness.

Main purposes of the job

- To work under the guidance of the Curriculum Leads in the planning and implementation of the whole curriculum with individuals or groups of pupils or the whole class to promote effective teaching and learning for pupils who have complex needs and multi barriers to learning.
- To provide general support to the Co-Educators in the management and organisation of the pupils and the classroom ensuring appropriate support for each pupil dependant on their individual planned needs, which will require working closely with other professionals such as speech therapists, occupational therapists and/or physiotherapists, etc.
- To use behaviour management strategies in line with the schools policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and special needs.
- To create and maintain a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome barriers to learning, including physical, emotional and behavioural difficulties.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, which might extend outside of the usual working hours.

Main responsibilities and tasks

As set in the School Teachers' Pay and Conditions Document, a teacher working full time will be available for work for 195 days in the school year and will carry out such duties as directed by the Headteacher for 1265 hours. In addition he/she will work such additional hours as is necessary to enable him/her to discharge effectively his/her professional duties.

- To demonstrate a good level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting pupils.
- To plan, prepare, teach, assess and report in accordance with the curriculum of the school and the needs of the pupils.
- To work closely with the Curriculum Lead of their curriculum pathway in the planning, development and delivery of all areas of the curriculum. In the short term unplanned absence, to ensure cover work is available to provide continuity for the pupils.
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies.
- To assess pupils work regularly to ensure planning and teaching reflect the teacher's understanding of each pupil's attainment and shows progress over time.



- To communicate, collaborate and consult with line managers, parents and other agencies in order to promote good progress and well-being of the pupils.
- To demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the co-educators and the progress of each pupil.
- To participate in appraisal and staff development activities in order to foster personal development as a professional.
- To undertake specified administration, management and curriculum responsibilities.
- To adopt appropriate professional practice in support of actively promoting the school ethos and culture.
- To promote equality and respect for others in aspects of school life.
- To support the school in recording and monitoring attendance and absence and lateness in a consistent way which complies with national regulations.
- To mark pupil's work, report writing, preparation of lessons, teaching materials and teaching programmes.
- To work on classroom displays following consultation with the curriculum lead.
- To ensure all pupils have been suitably base lined and continuously make progress towards achieving Good/Excellent Progress Targets.
- To ensure pupils' progress towards termly targets is evidenced regularly on Earwig.
- To ensure progress data is prepared and available in time for data drops.
- To organise evidence in a systematic order.
- To provide objective and accurate feedback and reports to the Curriculum Leads and to other professionals as necessary.
- To complete records accurately and legibly with the details specified by the teachers (i.e. complete basic reading records, targets, etc.)

Support for pupils

- To be responsible for all aspects of the education of pupils and the delivery of the curriculum as it relates to all the roles undertaken by the post holder.
- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way working with multidisciplinary teams in order to promote the learning objectives of each pupil.
- To be able to adopt a flexible approach to meet the varied needs of the pupils in the classroom and participate in any physical activities as appropriate.
- To support designated pupils attending mainstream link sessions at school/college.
- To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include the changing of incontinence pads/soiled clothing/sanitary wear and agreed local manual handling procedures and following a programme for prescribed medication under agreed guidance.
- To support pupils through the delivery of specific learning programmes designed by other professionals i.e. occupational health, speech therapists and physiotherapists.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in appropriate activities based on their age and special needs.
- To have a knowledge of complex special needs and being able to use appropriate programmes such as Makaton and Team Teach.
- To recognise that pupils may have communication difficulties and to be able to use alternative communication techniques if required
- To prepare and present annual review reports for all the pupils in a designated class.
- To organise and supervise educational visits and journeys for group of pupils



Support for the curriculum

- To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the curriculum lead.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account complex and profound learning difficulties as well as pupils' interests, language and cultural backgrounds.
- To assist in the training and development of other staff such as the co-educators.

Support for the school

- To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child and or others.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To plan, prepare for and accompany school leads and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils and their individual needs.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and have emotional and behavioural difficulties.
- To implement, as appropriate, visual/speech/physio programmes as determined by therapists.
- To be able to follow the programme of medication for individual pupils as required.
- To carry out the duties of fire marshals and first aiders when applicable.
- To follow Health and Safety regulations and guidelines including risk assessment and safety systems.
- To promptly report any problems in maintaining standards of health and hygiene to curriculum leads.
- To assist in the physical management of individual pupils including the fitting of leg/arm gaiters, body braces and orthotics.
- To accompany unwell pupils to home or to hospital.
- To adhere to school policy on equality and diversity.
- To ensure pupils transitioning is effectively carried out before/after school and during break and lunch time.
- To perform daily playground/lunch duties as designated by SLT.
- To be responsible for the laundering of clothing and towels as required.
- To participate when required to home visits, to maintain home/school diaries and to assist generally with home/school liaison.
- To check the condition of learning resources and materials after use.
- To bring any damage or losses to learning resources and materials to the attention of the curriculum lead as soon as practicable.
- To comply with the school requirements for storage and security of pupil records at all times.
- To make sure that information for the school office is collected, collated and passed on as promptly as possible.
- To maintain confidentiality according to organisational and legal requirements.