**A Co-operative Trust School**



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**CHILDREN, ADULTS AND HEALTH**

**JOB DESCRIPTION**

The appointment is subject to the current conditions of service for the role contained in the relevant Pay and Conditions document and other current education and employment legislation.

**School Moto & Ethos**

Ready to Listen, Ready to Learn Together

All our young people to become Happy, Independent Learners who are Prepared for Adulthood

**POST TITLE:**  ASD Teacher (Epinay Business & Enterprise School)

**GRADE:**  MPS / UPS + 1 SEN

**RESPONSIBLE TO:** Head Teacher

**Core Purpose:**

* All staff must make a positive contribution to the ethos of the school and its distinctive nature;
* To ensure all activities engaged in support the whole school vision;
* The pursuit of excellence and the highest standards of quality in all aspects of school life;
* Their own professional development, in accordance with the needs of the school;
* Child protection and safeguarding.

To support the school leadership, strategic direction and management of a subject throughout the school to secure:

* high quality teaching and learning;
* high standards of attainment;
* high levels of student progress;
* social and interpersonal development;
* preparation for adult life.

**Purpose of the job:**

Overall responsibility for teaching, learning and achievement of pupils within the ASD discrete unit. To inspire colleagues and all students who study in their curriculum area with a love of learning, leading them to explore it and value it for their whole life. To contribute to the development and maintenance of whole school strategy, policies and ethos. In summary:

* To ensure all students are well taught in relation to their specific learning needs / difficulties and achieve their personal best;
* To ensure a high standard of teaching and learning;
* To direct and support teaching assistants to support learning;
* To inform senior leadership of relevant issues regarding staff, students, course or examinations and safeguarding;
* To work across all school phases.

**Principal Accountabilities:**

All aspects of the subject area and those courses assigned to it, specifically:

**Teaching, Learning and Achievement - Teaching and Learning**

1. To ensure high standards of teaching, learning and assessment so that students are able to achieve at or beyond national expectations.
2. To be a role model for high quality teaching and learning, in line with the school policies and strategic documents.
3. To keep abreast of new developments in content and teaching style, including use of new technologies.
4. To monitor and evaluate their own teaching, standards, progress and schemes of work.
5. To engage all relevant staff in the creation, consistent implementation and improvement of the schemes of work.
6. To ensure that all staff follow the agreed scheme of work/syllabus/specification.
7. To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times in line with school policies and procedures.
8. To initiate and, where appropriate, organise curricular, extra-curricular and educational enhancement activities related to the subject.
9. To provide regular feedback and INSET to all subject staff (where appropriate) on teaching and learning which recognises good practice and supports their progress.
10. To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.
11. To provide regular feedback to the SLT link to help the school evaluate its practice.
12. To assist the SLT link in the regular review of the standards of teaching and learning.
13. To establish and maintain a climate within teaching which is inclusive, safe and secure, and where positive behaviour and regular attendance are learned and taught by all.

**Leadership and Management - Strategic direction and development**

1. To develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning.
2. To have an enthusiasm for teaching which motivates and supports other staff and encourages a shared understanding of the contribution the teaching can make to all aspects of students’ lives.
3. To display a developing and professional knowledge base together with the ability to identify the key implications for development.
4. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
5. To establish clear targets for achievement in teaching and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
6. To implement school systems and processes which provide good information gathering about students prior to learning, their progress and achievements and the quality of teaching and learning.
7. To develop plans which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school policies and strategic documents.

**Resource Management**

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to teaching.
2. To administer efficiently and effectively the resources and capitation of teaching.
3. To ensure that the teaching area allocated is kept in good order.
4. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation.

**Assessment and Recording**

1. To maintain accurate and up-to-date information on the school management information system.
2. To monitor, assess and report student progress against targets.
3. To ensure that reports are appropriately written with team members meeting school deadlines for submission.
4. To ensure that team members are setting homework, marking and annotating pupils’ work in accordance with the Assessment Policy and examination board regulations.
5. To identify and take appropriate action on issues arising from regular assessments of student performance, other information and data analysis.
6. To provide the Senior Leadership Team and Governing Body with relevant information relating to performance and development.
7. Demonstrate through the school’s performance management cycle, a commitment to successfully complete performance management targets, relevant to their role and teaching scale.
8. To ensure effective communication with parents/carers of students on assessment, recording and reporting matters in line with school policies and procedures.

**Student Personal and Social Development**

Within the context of school policies and procedures:

1. To promote and safeguard the welfare of students for whom you are responsible, and with whom you come into contact.
2. Be aware of and comply with policies and procedures relating to child protection, safeguarding, behaviour, attendance, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. To supervise students appropriately within and beyond the classroom e.g. in, corridors, dining area, playground.
4. To provide reassurance and care to students in line with agreed policies and protocols
5. To be aware of, support and ensure equal opportunities for all.
6. To appreciate and support the role of other professionals.
7. To contribute to the overall ethos/work/aims of the school.
8. To ensure safeguarding procedures are fully implemented.

Epinay Business & Enterprise School and South Tyneside Council are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SS/CL

Date: 10.01.22