

Teacher

THE WALNUTS SCHOOL

Executive Headteacher: Mr J Budd

WALNUTS SCHOOL | Admiral Drive, Hazeley, Milton Keynes MK8 0PU

Job Description

Duties

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Purpose

- To carry out professional duties and to have responsibility for an assigned class/tutor group.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.
- Manage Teaching Assistants in assigned class and when teaching other groups/classes.
- To promote the aims and objectives of the school and maintain its philosophy of education.

Key Responsibilities and Requirements

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning. Through this supporting the Headteacher in promoting the ethos of the school.
- To lead, manage and develop teaching assistants in assigned class.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To plan and prepare lessons in order to deliver the National Curriculum at the appropriate level for the pupils and following school policies.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To share the corporate responsibility for the well-being and discipline of all pupils, safeguarding their health and safety.
- To be included in a curriculum team for leading the management of that curriculum area, throughout the school.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To participate in meetings as required.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

Performance Management

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Personal Specification

Personal Attributes	
Personality	Enthusiastic, warm with a sense of humour.
Attitude	Committed with a positive attitude to education of young people with learning needs.
	Welcoming of challenge and willingness to challenge others.
Emotional intelligence	Understanding of own feelings as well as the feelings of others and how they affect yourself and others. .
	Emotionally resilient.
Motivation	Self-motivated and able to motivate both pupils and staff.
	Driven to get the best outcomes for pupils and young adults.
	A passion for excellence.
Fitness	Good level of physical fitness due to needs at times for physical interventions.

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	
Qualifications	Qualified Teacher Status	X			A
	Additional SEND qualifications & courses, especially ASD		X		A,I
Skills / Experience	Working with special needs children		X		A,I
	Ability to work in and to lead a team		X		I,R
	Ability to reflect & adjust own practice	X			I,R
	High standard of communication both written and spoken.	X			A,I,T

Competencies				Level	Assess by;
<u>A</u> wareness Demonstrable aptitude and ability to develop in the particular work area				<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant Clear competence in the work element sufficient for all role requirements				<u>S</u>	
<u>E</u> xtensive Sufficient expertise in the work element to lead and mentor others, and influence policy and practice				<u>E</u>	
Planning and organising work	Ability to plan and implement learning for the class(es), groups and individuals.		X		I,R
	Differentiate to an individual level.		X		A,I,T
	Develop and produce appropriate resources to both and improve pupil's access to lessons and enhance learning.		X		A,I,R
	Managing the deployment and performance of other TAs, support staff within the school and volunteers.		X		I,R
Teaching	Ability to make learning exciting and relevant.		X		A,I
	Ability to change teaching style to suit the group or individual.		X		A,I,T
	Ability to be innovative, creative and give structure to lessons.		X		A,I,T
	Ability to use ASD friendly approaches, e.g. TEACCH		X		A,I
Assessing	To be able to make clear assessments: baselines, on-going and assigning levels.		X		A,T,R
Subject knowledge	Appropriate Key Stage or subject knowledge.		X		A,I,T,R
Reporting	Ability to write clear concise reports for a range of audiences.		X		A,R
Influencing and interpersonal skills	Ability to relate well to children, parents, teaching staff and other colleagues.	X			I,T,R
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils.		X		I,T,R
Working independently	Ability to manage the classroom, maintaining appropriate behaviour and delivering learning activities.		X		I,T,R
	Ability to manage own workload.	X			I,T,R
Managing people	Ability to manage Teaching Assistants and other support staff.			X	I
Managing resources	Manage classroom set up. Use and safe keeping of classroom equipment and apparatus.			X	I,R
	Managing information resources in relation to pupils & TA staff.		X		I,R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I,R
Managing oneself	Awareness of opportunities for professional self-improvement.	X			I,R