

**Willow Tree Primary School**  
**Job Description**  
**ARP Teacher**

<b>Job title:</b>	Class Teacher (ARP Unit)
<b>Salary Range:</b>	MPS/UPS + SEN Allowance
<b>School:</b>	Willow Tree Primary School
<b>Responsible to:</b>	ARP Lead, SENCO, Headteacher and Governing Body
<b>Supervisory responsibility:</b>	The supervision of the work of the teaching assistants within class

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**Main purpose of the job:**

- To offer all learners in the ARP an effective education in a motivating environment, which set high expectations and provides equality of opportunity for all.
- To deliver the National Curriculum as relevant to the age and ability group/subject, other relative initiatives and the school's own schemes of work.
- To work in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- To ensure that children in the ARP are effectively integrated into their mainstream class.

**Duties and responsibilities**

All teachers are required to carry out the duties of a school-teacher as set out in the current *School Teachers Pay and Conditions* document and as part of *Teacher Standards*. At this school the following areas have been highlighted as being of particular importance.

**Teaching**

- Be a positive role model in terms of behaviour, work and attitudes
- Set high standards of work and behaviour in the class and throughout all other areas of the school
- Plan for progression across the age and ability range taught, designing effective lessons/programmes of work in accordance with the specific needs of individual learners' needs
- Plan for children to be included in mainstream lessons for up to 50% of curriculum time.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development

- Deliver the National Curriculum as relevant to the age and ability group/subject taught, other relevant initiatives and the school's own scheme of work
- Advise and work collaboratively with the relevant class teachers, ARP lead, SENCO, headteacher and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate, particularly to help ARP pupils with their inclusion

### **Other**

- Carry out playground and other duties as directed and within the remit of the *School Teachers' Pay and Conditions* document
- Communicate and consult with the parents/carers of learners, making home visits as appropriate and after consultation with the unit leader
- Communicate and co-operate with any relevant external bodies
- Be fully conversant with the school's procedures and policies

### **Appraisal and Pay Progression**

- Participate fully with arrangements made in accordance with the current appraisal and pay progression arrangements

### **Professional Development**

- Regularly review the effectiveness of teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining approaches where necessary
- Be responsible for own continuous professional development and participate actively in training and development opportunities identified by the school or as developed as an outcome of appraisal or monitoring activities

### **Health and well-being**

- Establish a purposeful and safe learning environment for learners
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy taking account specific behaviour plans
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self control, independence and resilience of all learners
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the ARP leader
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Cover for absent colleagues within the remit of the *School Teachers' Pay and Conditions* document

### External examinations

- Participate in arrangements for external examinations and assessment within the remit of the *School Teachers' Pay and Conditions* document.

### Management

- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working in the ARP and classes where inclusion takes place are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

### Administration

- Participate in and carry out any administrative and organisational tasks with the remit of the *School Teachers' Pay and Conditions* document
- Register the attendance of and supervise learners, before, during or after school sessions as appropriate

### Exercise of particular duties

- Perform all other reasonable duties as requested by the Headteacher

### Note

This job description is not your contract of employment not any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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### Signatures

Signature of Post holder: \_\_\_\_\_ Date:        /        /  
 Signature of Headteacher: \_\_\_\_\_ Date:        /        /

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