



THE SWAN CENTRE @ STRAND ON THE GREEN SCHOOLS
Job Description



Spirited • Scholarly • Supportive

Job title: ASC Centre Teacher (The Swan Centre)

Salary and grade: MPS + SEN 1 – Fixed Term (1 year) to cover a maternity leave

School: Strand on the Green Schools

Line manager: The Head of ASC Centre / Headteacher

Supervisory responsibility: The supervision of the work of Swan Centre based support staff

Main Purpose:

- To be an excellent classroom practitioner with high expectations committed to inclusion.
- To effectively manage a class team ensuring a calm and purposeful classroom environment.
- To build strong links with pupils and their families.
- To effectively support pupils in developing independence and successfully manage integration into mainstream classrooms for individual pupils where appropriate.
- To work with schools, parents, Local Authorities and key agencies to ensure effective and successful inclusion of pupils at Strand Schools.
- To be responsible for promoting and safeguarding the welfare of children within The Swan Centre and across both schools.
- To undertake other tasks or responsibilities as required by the Head teachers.

In addition carry out the duties of a class teacher as outlined in the School Teacher's Pay and Conditions Document, the Swan Centre Teacher will be expected to carry out the following where appropriate:

Main Activities

- To enable access to learning and social opportunities for pupils with ASC.
- Plan for progression across the age and ability range of your class, designing and teaching effective lessons/programmes of work in accordance with the needs of individual learners with ASC.
- Create a stimulating, appropriate learning environment and value children's work and help them to display it to best advantage inside and outside the classroom.
- Take care of the classroom environment and resources and ensure that your children do the same.
- Establish individual behaviour plans to support pupils regulation
- Keep up-to-date on new research and approaches for young people with ASC.
- Plan with Swan Centre colleagues and be prepared at the beginning of each lesson.
- Regularly mark the children's work in accordance with the appropriate phases' marking policy.
- Undertake record keeping and assessment in accordance with the appropriate phases' policy to evaluate and monitor the effectiveness of intervention and support.
- To develop and maintain records of teaching, assessment, advice, meetings, planning and pupil progress.
- To work within a multi-agency framework including partnership with the schools and parents and key partners, particularly at points of transition
- To write targeted plans, setting and monitoring targets as required and attending annual reviews.



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- Ensure the safety of the children in your care, doing any necessary risk assessments when required.
- Be watchful for child protection/safeguarding issues and inform the DSL immediately of any concerns.
- Troubleshoot any incidents of racism and/or bullying among the children and pass on information to the head teacher and colleagues.
- Annually report to parents on their child's academic and social progress giving them a clear idea if the child is achieving at an average, below average or above average level.
- Be available to discuss the annual report with parents if they so request.
- Attend parent consultation meetings in the autumn and spring terms and welcome parents into the classroom on Open Days.
- Contribute to curriculum/general information meetings for parents.
- Encourage parents/carers to get involved with the life of the school through the Friends of Strand.
- Offer a club activity at least once during the year.
- Be prepared to answer any emergency calls during lunchtimes.
- Undertake playground duties and wet break supervision in accordance with the schools guidance.
- Attend school and staff development (SSD) meetings as appropriate.
- Keep informed of school events and procedures outlined in the Staff Handbook.

RW April '26