

JOB DESCRIPTION

Teacher

Name:

Status: Teacher (SEND Hub)

Scale: MPS plus SEND allowance

Hours/week: FT

The Class Teacher will:

Teach a class of pupils (children attending our SEND HUB), and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs

Maintain the positive ethos and core values of the school, both inside and outside the classroom.

Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.

Ensure that the current national conditions of employment for schoolteachers are met.

Duties:

The Class Teacher will:

Implement agreed school policies and guidelines;

Support initiatives decided by the Executive Headteacher, Head of School and/or key staff;

Plan appropriately to meet the needs of all pupils, through differentiation of tasks;

Be able to set clear targets, based on prior attainment, for pupils' learning;

Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;

Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;

Report to parents on the development, progress and attainment of pupils;

Maintain good order and discipline amongst pupils, in accordance with the school's behaviour regulation policy;

Participate in meetings which relate to the school's management, curriculum, administration or organisation;

Communicate and co-operate with specialists from outside agencies;

Lead, organise and direct support staff within the classroom;

Participate in the performance management system for the appraisal of their own performance;

It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with your qualifications, experience and the situation.

Any such further reasonable direction to you, not covered above, will be the responsibility of the Executive Headteacher or their delegated authority.

General Duties:

From the current School Teachers Pay and Conditions Document to be responsible for:

1. Professional duties – Teaching - To teach in the SEND Hub

2. **Other specific responsibilities** – in relation to teaching in the hub.

- developing programmes of learning activities
- planning, preparing and delivering appropriately differentiated learning
- preparing and adapting teaching materials
- making use of special facilities and/or equipment
- contact and teaching time with students on an individual, class or small group basis
- checking and assessing students' work and giving feedback
- encouraging personal development via pastoral work
- attending meetings and reviews
- liaising with parents, external agencies and a range of other professionals, such as speech and language therapists and educational psychologists
- coordinating the work of support staff working in the hub

SUBJECT LEADER EXPECTATIONS

As a subject leader you are required to attend to the following:

Subject Leaders files and records would usually contain;

1. Policy for your subject and scheme of work
2. Pupil progress data – analysis, evaluations, achievements, trends
3. Curriculum information
4. Subject mini SEF.
5. Subject action plans – 1. Development, or 2. Consolidation from a previous year, review or 3. Audit for coming year to provide platform for school development key priority. Include notes of costs and resource purchases of significance.
6. Budget and records for allocations and procurement of resources.
7. Evidence Files – monitoring and records of activities

NB. The particular duties listed above are subject to review from time to time as circumstances may arise. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out although the duties listed will qualify for an element of directed time.

Signed.....

Executive Headteacher.....

Date.....

CG 27/04/23