

SILVERWOOD SCHOOL
JOB DESCRIPTION

Title:	Full Time Teacher of Specialist Provision
Salary/Grade:	UPS/MPS + SEN point 1 or 2 - depending on skills and experience
Responsible to:	Director of Learning, Head of Learning, Assistant Head of Learning
Staff for whom responsible:	Teaching Assistants
Other responsibilities:	Curriculum Team Responsibility

PURPOSE OF POST:

1. To promote the aims and objectives of the school as laid down by the Governing Body.
2. To promote the development of the Equal Opportunities Policy throughout all aspects of school life.
3. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the curriculum area, in accordance with the aims of the school and the curricular policies of the school.
4. To monitor and support the overall progress and development of pupils.
5. To foster pupil enjoyment and satisfaction in the study of Curriculum Team responsibility.
6. To provide excellent learning opportunities for all pupils.

PRINCIPAL DUTIES

1. To register classes taught at the commencement of morning and afternoon sessions.
2. To work with colleagues to formulate aims and objectives which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.
3. To ensure that the planning of activities reflect the needs of the pupils and the aims and objectives of the school.
4. To teach according to pupils' educational needs and to record teaching activities in the approved format, for example, TEACCH, PECs, Makaton and social stories.
5. To assist in the implementation of the Behaviour Management system so that effective learning takes place.
6. To implement the process of assessment, recording and reporting on the development, progress and attainments of pupils through Evidence for Learning and Schools systems.
7. To maintain an up-to-date professional knowledge of developments within a range of subjects, periodically reviewing methods of teaching and programmes of work.
8. To participate in arrangements for his/her further training and professional development as a teacher in accordance with the school's Performance Management procedures.

9. To attend all appropriate professional meetings as defined by the school's Directed Time.
10. To provide work for class affected by your absence when this is by prior arrangement.
11. To co-operate and participate with the Senior Leadership Team (SLT) in administration, activities and management.
12. To maintain an appropriate and stimulating work environment that meets the sensory and communication needs of the pupils.
13. To implement, in a professional manner, agreed school policies.
14. To safeguard and promote the welfare of pupils and take steps to prevent any child from suffering ill treatment or neglect in accordance with the school's Child Protection Policy. Be familiar with and adhere to the Child Protection procedures adopted within the school and report to the Headteacher or Deputy Headteacher any concerns.
15. To work with schools, parents, key agencies and young people with AS to ensure effective and successful inclusion.
16. To adhere to the Cycle of Evaluation and school priorities identified through development planning.
17. To assist in the process of the setting of targets within his/her curriculum area and to work towards their achievement.
18. To help establish common standards of practice and support the development and effectiveness of teaching and learning styles across his/her curriculum area
19. To contribute to school procedures for lesson observations and Governor Learning Walks.
20. To participate in the monitoring and evaluation of his/her curriculum area in line with agreed school procedures including evaluation of quality standards and performance criteria.
21. To seek and implement modification and improvement where required within his/her curriculum area.

GENERAL CLASSROOM RESPONSIBILITIES:

1. To ensure that pupils are appropriately and fully assessed in line with the school's assessment procedures.
2. To ensure that suitable and appropriate individual, group and class programmes of work are prepared, implemented and evaluated in accordance with school policies.
3. To ensure that pupils' records of progress are maintained and recorded in accordance with school procedures.
4. To analyse and evaluate performance data.
5. To co-ordinate and compile reports on children as required, including Annual Reports, Pupil Progress meetings and EHCP Reviews.
6. To ensure that necessary resource material is available, co-ordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
7. To ensure that all classroom resources are properly maintained and accommodated as securely as possible.

8. To promote appropriate parental and community links.
9. To liaise with teaching and non-teaching staff and outside agencies with regard to the education and safeguarding of pupils at the school.
10. To liaise with other staff members with regard to the effective and smooth transition and inclusion of pupils across the school and the wider community.
11. To promote good practise with AAC and ICT to support the needs of pupils with severe and complex needs.
12. To work with class Teaching Assistants ensuring that they are appropriately directed and managed in accordance with the policies and procedures of the school.
13. To follow the school's procedures for educational visits, risk assessments and learning outside the classroom.
14. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

OTHER SPECIFIC DUTIES:

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above.
- To comply with the schools induction procedures.

CONDITIONS OF SERVICE:

The post holder will be required to undertake any other duties of an equal nature appropriate to the post as determined by the Headteacher.

The Conditions of Employment applicable to teachers in accordance with the School Teachers' Pay and Conditions Document apply to this post.

To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.