**Job Description**

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| **Job Title** | Phonics Teacher |
| **Responsible to** | Principal, Governors and appropriate personnel as defined within the school leadership and management structures |
| **Salary** | MPS/ UPS depending on experienceSEN 1/ SEN 2 depending on experience |
| **Responsible for** | To plan and deliver, within the context of the school’s curriculum framework and school improvement plan, appropriate phonic intervention targets for some pupils of Meadowfield School defined by data as requiring phonic interventions. |
| **Conditions** | Teacher Terms and Conditions |

**Job Context:**

Meadowfield School, identified as being outstanding in all areas by Ofsted (November 2014), is the District Special School for Swale meeting the needs of pupils with profound, severe and complex special needs (PSCN). Meadowfield School has an Observation and Assessment Nursery, Early Years, Primary, Secondary and 6th Form Departments. There are currently 250+ pupils on roll and there are plans for expansion.

**Job Purpose:**

To ensure the phonic curriculum is:

* Broad and balanced and meets the declared aims of the school.
* Is appropriate to the individual learning needs of the pupils.
* Is responsive to the equalities policies of the school.
* Is within the timetable framework as planned by the leadership of the school, which will reflect national and local requirements.
* Inclusive and develop children’s learning.
* ****Promotes spiritual, moral, cultural and physical development.
* Promotes **British Values** and **PREVENT**.

**Assessment, Reporting and Recording:**

* To provide ongoing assessment of pupil’s progress in line with school procedures and practice.
* To maintain a high quality of teaching by ensuring consistent monitoring and evaluation of own practice.
* To analyse reading data to; ascertain progress made, highlight individual pupils requiring intervention and inform teachers and to highlight those pupils who had made significant progress who no longer require intervention and report to teachers.
* To provide reports on pupil’s progress termly, annually and as required by school leadership, which meet both statutory and school requirements.
* To understand the requirements of the Phonics screening test, work with the Exams officer and implement the National phonics screening test when required as set out by the DfE.

**Learning and Teaching:**

* To undertake the full teaching of phonic interventions across the key stages as required to those pupils whose data demonstrates learning gaps in reading.
* To plan for pupils differentiated learning within the school’s planning framework using a variety of approaches and strategies.
* To maintain good order and discipline and a positive approach to the management of behaviour in keeping with the ethos promoted in the school’s policy on positive behaviour.
* To ensure that positive, trusting and supportive working relationships between pupils and colleagues are maintained.
* To manage, motivate, develop and support staff with the aim of effective delivery of the phonics to pupils.
* To maintain an organised intervention learning environment and library suitable to the learning needs of the pupils and to contribute to display across the school with reference to the display policy.
* To maintain and develop appropriate and adequate resources for teaching.
* To ensure the health and safety of staff and pupils in accordance with school practice and policy.
* To work closely with, support and line manage the Phonics intervention teaching assistant to ensure effective delivery of phonic interventions.
* To work closely with the English Curriculum lead to support the curriculum action plan where reading and phonics is involved.

**Parents and other agencies:**

* To have a positive approach to involving parents and carers in their child’s education.
* To provide parents and other with detailed information about their child’s progress as required.
* To engage parents in partnerships that will enhance the pupils’ cognitive, emotional, and social development.
* To liaise with parents, carers and support services as appropriate and in consultation with the Principal.
* To actively work within the safeguarding policy and practice of the school.
* To work in partnership with school based support services such as therapists.

**School Development:**

* To work within and towards the framework of the National Standards for Teachers.
* To lead on development of phonic interventions ensuring that all teachers and teaching assistants are knowledgeable and confident to deliver to pupils in class
* To contribute actively in whole school and curriculum development within the context of the school improvement plan.
* To participate in continuing professional development.
* To keep abreast of general and national curriculum initiatives.
* To participate in working parties for the development, maintenance and evaluation of specific curriculum areas.
* To provide advice, assistance and guidance for staff as required.
* To keep staff and governors informed of development.

**Other**

* Undertake other duties as may be required by the Principal which are commensurate with the job.
* Willingness to work in any teaching role as seen fit by the Principal.
* To supervise and teach any pupils whose teacher is absent and for whom alternative cover has not been obtained as directed by the Deputy Principal
* To work with and give appropriate guidance to students, volunteers etc and to contribute to the writing of progress reports etc on them.
* To carry out duties as described within the School Teachers’ Pay and Conditions Document.
* To attend Direct hours whole school and departmental teacher meetings as required
* Contribute to whole school events as and when required
* Promote and maintain the standards of the school’s commitment to safeguarding children
* Be aware of the schools’ duty of care in relations to staff, pupils/students and visitors and at all times carry our duties with due regard to the school’s health and safety policy
* Be aware of and comply with the codes of conduct, policies and practicesof Meadowfield School and its commitment to equal opportunities
* Participate in continuing professional development

***Note:***

This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Name:………………………………………………………………..

Signed:…………………………………………………………………

Dated:………………………………………………………………….