



## **Job Description – Specialist Resource Provision Teacher**

### ***General responsibilities:***

- (1) The education and welfare of designated classes or groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the school's aims, objectives and schemes of work, and school policies.
- (2) To share in the corporate responsibility for the wellbeing and pastoral care of all pupils.
- (3) To carry out any reasonable instructions given by the Headteacher or Senior Leadership Team.

### ***Specific Duties***

#### **1) Leadership of Learning, Teaching and Resources**

- a. Have clear intentions for children's learning and to use knowledge of school policy and National Curriculum requirements to plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- b. Use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.
- c. Use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place.
- d. Organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- e. Ensure that resources are organised and readily available to promote learning.

#### **2) Leadership of People and Pupils**

- a. Support behaviour taking into account the personal, social and emotional needs of pupils.
- b. Establish and maintain a positive regard towards both pupils and staff.
- c. Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- d. Consult and plan with multi-agency colleagues, as appropriate.
- e. Establish good relationships with parents and carers to promote pupils' learning and development.
- f. Effective deployment of teaching assistants working in the SEN base.



### **3) Evaluation and Quality**

- a. Assess pupils' attainment in English, Numeracy, Science and PSHE on the small steps assessments and other systems as directed.
- b. Monitor and assess pupils' work and use assessment to inform planning and identify individual needs. Use these assessments to set appropriate targets.
- c. Keep effective and in-depth records of pupil progress and report achievement in lines with school policy and statutory requirements.
- d. Write an annual report that is submitted to the LA including the progress and attainment of children in the SRP.
- e. Hold Annual Review for all children in the SRP with an EHCP.
- f. Process EHCPs for children in the SRP where needed (on admission or new intake).
- g. Respond to consultations from the LA regarding placement of children in the SRP.
- h. Gather evidence of work and take part in moderating work from across the school and the LA.

### **4) Management and administration**

- a. Attend and lead assemblies as required.
- b. Register pupils at the beginning of the morning and afternoon sessions.
- c. Supervise pupils in the playground and at lunch according to the rota.
- d. Attend weekly staff meetings.

### **5) Professional development**

- a. Attend school based in-service training.
- b. Deliver in-service training to colleagues as appropriate including to other schools as required through the SLA.
- c. Take an active part in identifying and working on one's own professional development needs. –including developing appropriate networks

### **6) Whole-school responsibilities**

- a. To contribute to the school improvement planning and school self evaluation process as appropriate
- b. To support the effective inclusion of pupils into their mainstream class base as appropriate
- c. To be an active member of a faculty team
- d. Participate in the performance management process agreed in school, in line with national guidelines.
- e. To play a full and active part in the life of the school, by modelling the school's vision.
- f. Any other professional duties as directed by the Headteacher.



**MILESTONES**

You will move up your grade by annual progression increments, provided your performance meets the expectations set out in the milestones agreed, and the following triggers have been met:

1. Your appraisal is completed
2. Attendance at required levels of training
- 3.No action has been taken under the Disciplinary or Capability procedures during the previous 12 months.
4. Your attendance has been satisfactory in the past 12 months.

*'This authority/school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

**Head Teacher:** ..... **Date:** .....

**Postholder:** ..... **Date:** .....