

TORFIELD AND SAXON MOUNT ACADEMY TRUST JOB DESCRIPTION

DEPARTMENT: SAXON MOUNT SCHOOL

POST: Teacher – (Torfield and Saxon Mount)

GRADE: M 1 – 11 / UPS + 1 SEN

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR Teaching at KS3 & 4

Main Purpose of the Job

School teachers are required to carry out the duties set out in Schedule 1 of the Education (School Teachers' Pay and Conditions of Employment) Order 1987.

The main purpose of the job are to be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and to ensure pupils achieve well.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the schools. Such variations are a common occurrence and cannot of themselves, justify a re-grading of this post.

A teacher within the academy trust may be required to undertake duties and responsibilities associated with other schools within the trust and may be based at any of the involved establishments, as directed by the Executive Headteacher.

Main Functions

1. To plan and implement the National Curriculum in specified subjects and ensure subject delivery to pupils in KS3 and KS4 and when necessary manage other staff in the delivery of the subject, particularly:
 - a) The production and updating as required of programmes of study
 - b) The production of an appropriate system of record keeping in line within school procedures
 - c) The directing, supporting and advising of support staff in the classroom setting
 - d) The ordering and provision of suitable resources, in partnership with others.
 - e) Keeping in touch with developing trends in specific subject areas, distributing relevant information to staff, attending any relevant courses, and monitoring of all developments in specific subject areas including within the National Curriculum.
 - e) To take part in continuous professional development
2. To ensure effective planning and teaching of the curriculum with particular regard to the individual SEN of pupils.
3. To maintain high levels of good behaviour and discipline
4. To inspire trust and confidence in pupils and colleagues and to engage and motivate pupils
5. To ensure effective Classroom management in accordance with and supporting the policy and protocols of the school
6. To monitor and record the personal and academic progress of each child with the aim of reflecting this back to the individual in accordance with the curriculum and learning policies of the school
7. To demonstrate analytical thinking to improve the quality of learning
8. To use performance data to evaluate pupil progress; to monitor, assess, record and report

- on pupil achievement, including in relation to additional needs
9. To undertake pastoral and form tutor responsibilities as required and where necessary to lead a pastoral year team
 10. To liaise with other staff in the school over the effective delivery of the curriculum
 11. To liaise with support staff, senior managers and staff in other schools, services and outside agencies
 12. To contribute to the development of and implementation of school policies.
 13. To communicate as appropriate with parents of pupils and persons or bodies outside the school concerned with the progress and welfare of individual pupils, in consultation with other staff
 14. To be available to participate in relevant working parties to support aspects of whole school development
 15. To meet the DfS Teacher Standards, as evidenced through appraisal.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task required to be undertaken cannot be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Torfield and Saxon Mount Academy Trust

Saxon Mount School

Person Specification for teacher (MPS / UPS + SEN1)

1. Essential Criteria

A) Knowledge and Experience

- 1.1 Experience or working knowledge and understanding of educational provision in mainstream schools.
- 1.2 Demonstrate an understanding of recent general educational developments as they affect special education.
- 1.3 Participated in the development / coordination of at least one curriculum area.
- 1.4 Demonstrate a clear understanding and knowledge of child protection procedures.

B) Skills and Qualities

- 1.5 Demonstrate a high level of personal teaching skills.
- 1.6 Demonstrate ability to organise and manage classes to create an effective learning environment.
- 1.7 Demonstrate success in promoting the general progress and well-being of pupils and providing guidance and advice to pupils on educational and social matters.
- 1.8 Demonstrate a clear understanding of staff management issues within a school environment as part of meeting the objectives of the school.
- 1.9 Demonstrate successful experience of contributing to a whole school approach in delivering education to children with special educational needs.

C) Personal Qualities

- 1.10 Demonstrate the ability to:-
 - a) Understand the importance for staff in coping with stress in an SEN environment.
 - b) Recognise and take responsibility for personal stress.
 - c) Support colleagues generally and to contribute positively to whole school ethos.
- 1.11 Demonstrate commitment to equal opportunities within the whole school plan.
- 1.12 Demonstrate regular attendance and punctuality in previous employment.
- 1.13 Demonstrate resilience, determination and a willingness to 'go the extra mile' in supporting the needs of pupils with SEN

2. Desirable Criteria

- 2.1 At least one year's experience of working with pupils with special educational needs within the last three years, preferably in the field of Autism or Speech. Language and Communication Difficulties
- 2.2 Has, in recent years, undertaken relevant in-service training activities.
- 2.3 Has experience of contributing to a number of curriculum areas.
- 2.4 Has taught or worked in a variety of schools.
- 2.5 Has experience of contributing to the development of a wide range of practical, creative and recreational activities, including extra-curricular activities.