



AYLESTONE SCHOOL

Broadlands Lane, Hereford. HR1 1HY

Tel. 01432 357371 / Fax. 01432 263925 admin@aylestone.hereford.sch.uk

In Federated Partnership with Withington & Broadlands Primary Schools

FEDERATED SCHOOLS OF AYLESTONE SCHOOL, WITHINGTON PRIMARY SCHOOL AND BROADLANDS PRIMARY SCHOOL

JOB DESCRIPTION FOR TEACHER - ASD PROVISION

JOB DESCRIPTION

Name:	Post: Teacher in Charge of ASD Provision	Scale: Main Pay Range/Upper Pay Range plus SEN allowance
Accountable to: Assistant Headteacher/SENCO		
Main Purpose <ul style="list-style-type: none">• Carry out teaching duties as appropriate in accordance with the Federation's schemes of work• To provide all students with a high-quality learning programme, through which each individual is able to improve their own performance• To demonstrate a high level of expertise in the subject and an understanding of national requirements, as well as assessment criteria and procedures• To use baseline information to inform future practice• To manage resources effectively and to understand the need to balance subject specific needs with the needs of the whole Federation		
Main Duties and responsibilities		
Teaching, setting and supervising work by students <ul style="list-style-type: none">• To teach a class, or classes, sets, groups or individual students, and to set tasks to be undertaken both at school and for homework		
Planning <ul style="list-style-type: none">• To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the students in the class• To contribute to curriculum planning		
Marking and recording <ul style="list-style-type: none">• To mark and assess students' work and to record their development, progress and attainment, both at school and elsewhere• Set and mark homework assignments in accordance with the published homework timetable and any agreed departmental procedure		
Discipline and relationships <ul style="list-style-type: none">• To maintain good order, discipline and respect for others among students• To promote understanding of the school's rules and values• To safeguard health and safety• To develop relationships with and between students conducive to optimum learning		

Communication with parents

- To build and maintain co-operative relationships with parents, and to communicate with them on students' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties

The classroom

- To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole

Overall policy and review

- To take part in whole-federation reviews of policy and aims

Reports

- To provide or contribute to oral and written assessments, reports and references, both at the federation and elsewhere, relating to the development and learning of individual students and groups of students

Review

- To evaluate and review own teaching methods, materials and schemes of work, and to make changes as appropriate

Professional Development

- To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews

Any other duties deemed necessary by the Headteacher

This Job Description covers the main duties and responsibilities of the job.

Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder

Conditions of service:

- This job description is subject to annual review or earlier if necessary and may be modified or amended after consultation with the post holder.
- The job description is not necessarily a comprehensive definition of the post and the post-holder may be required to undertake other commensurate activities appropriate to the level of the appointment as required by the Executive Headteacher.
- The nature of the post exposes the post holder to matters which may be sensitive and/or confidential. The post holder must respect any information of this kind with regard to students or staff and to be aware of their responsibilities as an employee with regard to the good name of the school(s).
- Governed by the School Teachers Pay and Conditions of Service 2008, supplemented by local conditions as agreed by Governors within school policy.

Equal opportunities

- The post holder will be expected to carry out all of their duties in the context of and compliance with the equality duties listed in the equality policy documentation held at the school(s).

Post-holder name:

Post-holder signature:

Date:

Line manager name:

Line manager signature:

Date: