

## HAYES PARK SCHOOL



*Learning for Life*

### **Job Description: The Acorns SRP: Teacher Main Pay Range plus SEN allowance**

#### **General Duties:**

The education and welfare of a designated provision of pupils in accordance with the requirements of the Conditions of Employment of Teachers. These duties are set out in the current School Teachers Pay and Conditions Document.

#### **Job Purpose:**

The Teacher will:

- teach the children in the SRP, and ensure that planning, preparation, recording, assessment and reporting meet their varying individual learning, social, medical and pastoral needs
- maintain the positive ethos and core values of the school, both inside and outside the classroom
- contribute to constructive team-building amongst teaching and non-teaching staff (in both the SRP and mainstream settings), parents and governors
- ensure that the current national conditions of employment for schoolteachers are met
- advocate for vulnerable pupils and their parents creating a safe and positive environment for pupils to learn
- use the SEN code of practice to underpin process and decision making

#### **Duties:**

The Teacher will:

- implement agreed school policies and guidelines
- support initiatives decided by the Head teacher and Senior Leadership Team
- plan appropriately to meet the needs of all children, in line with their EHC Plans, to ensure successful learning
- promote the well-being of individual pupils through nurture and innovative programs of support
- support pupils with their self-help skills including toileting and feeding and eating where required
- train in, adhere to and support others in the implementation of Team Teach strategies when required
- be able to set clear targets, based on prior attainment, for children's learning
- provide a stimulating environment, where resources can be accessed appropriately by all children
- maintain resources to an acceptable standard for all pupils to participate fully in lessons
- keep appropriate and efficient records, integrating formative and summative assessment into planning and use them to inform the teaching and learning process
- communicate and consult with parents on the development, progress and attainment of children
- maintain good order and discipline amongst children, in accordance with the school's behaviour policy and safeguarding their health and safety both when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere

- participate in and/or lead meetings which relate to the school's management, curriculum, administration or organisation
- communicate and co-operate with professionals from outside of the school
- communicate with, and direct, multi-disciplinary staff working within the SRP
- lead, organise and direct support staff
- contribute to providing a rich and diverse curriculum that meets the requirements of the National Curriculum
- keep abreast of the latest developments in the area of ASD
- develop self and others and demonstrate the characteristics of a life-long learner
- participate in the performance management system for the appraisal of their own performance, or that of other staff
- attend staff meetings, INSET sessions and courses to ensure own professional development
- advocate for vulnerable pupils in their care

**Specialist Teacher Responsibilities:**

- demonstrate excellent specialist knowledge in the area of ASD and disseminate this knowledge to other teachers
- amend the curriculum using the National Curriculum to meet the needs of SRP pupils
- create and implement an SRP action plan reflecting the School Development Plan
- use curriculum data and specialist assessment data to monitor the whole child within the SRP
- produce summaries and reports for the Senior Leadership Team in relation to progress and developments in the SRP
- provide clear feedback, good support and sound advice to other teachers and associate staff
- advise on the provision of in-service training and the continuing professional development of colleagues
- support teachers and support staff who are experiencing difficulties throughout the school
- organise and lead annual EHCP reviews
- attend and provide information for SRP admission panels, including pre-visits to individual pupils.

**Changing Needs**

The needs of the school will change over time and you may be required to change curriculum or age-group responsibilities. Your job description will be re-negotiated with you taking account of the school's changing needs and your own professional development.

**Date:**

**Signed:.....Member of Staff**

.....**Headteacher**

.....**Chair of Governors**