



Tettenhall Wood School

Job Title: Teacher: Main Professional Grade
Key Stage to be Confirmed

Purpose:

- To work as a key member of the school's team ensuring the success and improvement of the school, high quality education for all pupils and improved standards of learning and achievement.
- To support and maintain a positive school ethos, promoting the school values, mission and vision
- To support and maintain a positive school ethos through effective teaching, developing an open, friendly and welcoming atmosphere
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum which ensures that all pupils are provided with the opportunity to achieve their individual potential.
- To be physically able to support behaviours that challenge

Responsible to:

The Headteacher and the Governing Body of the school

Reports to:

Assistant Headteacher

Main Duties / Responsibilities

GENERAL

- Demonstrate consistently high standards of personal and professional conduct.
- Raise the quality of teaching and learning across the whole school.
- Work with parents in the best interest of the pupils.
- Have an understanding of statutory frameworks.
- Support colleagues in improving standards in a designated subject.
- Contribute to the wider vision and ethos of the school.
- Ensure that all safeguarding procedures are followed.
- Take additional responsibilities, as required by the headteacher.
- Meet the expectations outlined in the School Teachers' Pay and Conditions Document.
- Ensure that the school is meeting the needs of pupils with special educational needs and disabilities (SEND)
- Ensure that health and safety procedures are followed.

- Carry out supervisory duties in accordance with the timetable.

TEACHING AND LEARNING

- Deliver high-quality teaching and learning.
- Assist in the development of an appropriate curriculum, schemes of work, resources, policies and teaching strategies.
- To teach pupils according to their individual needs including the appropriate annotation of pupils' work.
- To adapt teaching methods to meet the needs of individual pupils and implement individual structures as appropriate for all pupils, especially those with an Autistic Spectrum Disorder.
- Have a clear understanding of all pupils' needs, including varying levels of ability, special educational needs and disabilities (SEND), and pupils who may have learnt English as an additional language or with communication difficulties.
- To assess, record and report on the attendance progress, development and attainment of pupils, keeping such records as required.
- To provide or contribute to, oral and written assessments, reports and references relating to individual or groups of pupils.
- To ensure a high-quality learning experience for pupils which meets internal/ external quality standards.
- To review, evaluate and update teaching resources.
- To use a range of teaching strategies which will stimulate learning appropriate to individual need.
- Establish and maintain high expectations of pupils' behaviour in line with school procedures.
- Be aware of and adopt strategies to support pupils with challenging behaviours
- Create and maintain positive relationships with pupils.
- Promote a positive learning environment.
- Effectively use assessment information to maximise pupil attainment.
- Create stimulating learning environments.
- Set expectations that challenge pupils of all abilities.
- Promote a love of learning amongst pupils.
- Set home learning that consolidates and extends the knowledge of pupils.
- Understand how pupils' individual circumstances affect their ability to learn.
- Maintain pace, motivation and challenge through the planning and delivery of well-structured lessons.
- Identify clear success criteria for all teaching.
- Assess how learning objectives have been achieved.
- Evaluate lesson plans following assessments.
- Prepare and present informative targets and reports to parents.
- Effectively deploy teaching assistants to meet the needs of individual pupils.
- Use a variety of teaching methods and resources to ensure the best possible results.
- Maintain high standards of teaching at all times.

CURRICULUM AREA COORDINATOR

- To assist in the development of an appropriate curriculum, schemes of work, resources, policies and teaching strategies.
- To co-ordinate the teaching of an agreed subject/curriculum area or specialism subject throughout the school. This will include:
 - Provide annual action plan
 - Support for, and monitoring of, resources
 - Purchase and co-ordination of resources
 - Co-ordinate the formation of policies and schemes of work
 - Assist in an advisory capacity
 - Inform colleagues of relevant information in a variety of ways, including leading staff meetings and in service training.
 - Attend appropriate and relevant CPD
 - To contribute to the school's planning procedures

STAFF DEVELOPMENT

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To pursue personal/ professional development in all areas appropriate to improving personal performance.
- To engage actively in the Appraisal Review process.

QUALITY ASSURANCE

- To take an active role in the process of whole school self-evaluation.
- To contribute to the process of monitoring and evaluation in line with agreed school procedures.
- To participate in on going self-assessment of teaching strategies and programmes of work.
- To participate, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

MANAGEMENT INFORMATION

- To maintain appropriate records and provide relevant accurate and up to date data and information for all reviews, registers etc.
- To complete accurately all relevant documentation to assist in the assessment of pupils.
- To track pupil progress and use information to inform teaching and learning.

COMMUNICATION

- To follow agreed policies for communication in the school.
- To communicate effectively with parents on a daily basis, at review meetings and parents evenings and through the schools reporting process.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.

MARKETING AND LIAISON

- To participate in marketing and liaison activities such as Open Evening, Parents Evening, reviews and other relevant events in the school calendar.

PASTORAL SYSTEM

- To have pastoral responsibility for a class group on the school, promoting each pupil's progress and personal and social development.
- To liaise with the behaviour coordinator to ensure the implementation of the school's pastoral system.
- To register pupils, accompany them to assemblies and encourage the appropriate responses and behaviour in line with school policy.
- To evaluate and monitor the progress of pupils and keep appropriate records.
- To contribute to the preparation of reports which may be required for a variety of purposes.
- To communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate school staff.
- To contribute to the Personal Social Development of pupils through all aspects of school life.
- To apply Behaviour Management systems and other structures (TEACCH) so that effective learning can take place.

OTHER SPECIFIC DUTIES

- **The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the school.**
- To ensure that the school functions effectively on a daily basis through the provision of staff duties and rotas.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with all statutory procedural requirements in school e.g. Child Protection, Pool Safety, Fire, Visits etc.
- To undertake any other duties as specified by the School Teachers' Pay and Conditions Document not mentioned above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not 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.

Employees are expected to treat colleagues with dignity and respect and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Special Conditions of Employment
Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Headteacher/ Principal of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the school's relevant Procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.
Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder.
Confidentiality and Data Protection The job holder is expected to comply with the provisions of the Data Protection Act 1998. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

Equality and Diversity

Tettenhall Wood School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

Tettenhall Wood School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the school may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests

Signed Teacher

..... Headteacher

Date

PERSON SPECIFICATION - Post Designation: Teacher Main Scale plus SEN Allowance		
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> Evidence of post-entry training relevant to post
Experience	<ul style="list-style-type: none"> Demonstrates excellent classroom practitioner skills Demonstrates experience of managing other adults in a classroom Demonstrates experience working with children with SEND Demonstrates classroom experience of working with children with an Autistic Spectrum Disorder (ASD). 	<ul style="list-style-type: none"> Demonstrates experience in co-ordinating a curriculum area Demonstrates experience of organising visits in support of teaching and learning Demonstrates familiarity with the OFSTED framework for schools.
Professional Development	<ul style="list-style-type: none"> Provides evidence of appropriate professional development relating to SEN and ASD Demonstrates a commitment to train in working with pupils with ASD 	
Skills & Knowledge	<ul style="list-style-type: none"> Demonstrates effective communication skills and the ability to relate to people at a variety of levels (internal and external to school). Demonstrates the ability to work as an individual and as a member of a team Demonstrates the ability to accurately assess pupils progress and keep meaningful records Demonstrates the ability to liaise with parents and families of children with SEND/ASD Demonstrates a commitment to providing high quality education Knowledge of difficulties experienced by children with ASD. Ability to manage challenging behaviour. Ability to work with pupils sensory seeking needs 	<ul style="list-style-type: none"> Experience of liaison work and involvement with outside agencies
Personal Qualities – ESSENTIAL		
<ul style="list-style-type: none"> Commitment to the schools Values and Code of conduct. Commitment to Safeguarding Demonstrates strong organisational skills. Demonstrates excellent communication and interpersonal skills. Demonstrates a calm manner that is approachable and flexible. Demonstrates a willingness to learn and self-develop. Demonstrates patience and the ability to remain calm in challenging situations. Demonstrates the ability to deal with sensitive information in a confidential manner. Demonstrates a commitment to making a positive contribution to school life Demonstrates a commitment to promoting and securing equal opportunities Demonstrates a Commitment to providing pupils with experiences relevant to living in a culturally diverse society Flexibility 		