



### JOB DESCRIPTION

**Job Title:** Teacher

**Salary:** MPS/UPS +SEN

**Location:** Wilson Stuart School

#### **1.0 JOB PURPOSE**

To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you, principally but not exclusively, by teaching subjects as directed.

#### **2.0 DUTIES AND RESPONSIBILITIES**

- 2.1 Ensuring that the register is marked punctually and kept up to date as required by law
- 2.2 Planning and preparing work for pupils assigned to you.
- 2.3 Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work carried out by those.
- 2.4 Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you.
- 2.5 Communicating and consulting, in accordance with LA guidelines and circulars, with parents of the pupils you are assigned to teach or are in your tutor group.
- 2.6 Participating in any arrangements within an agreed national framework for the appraisal of your performance.
- 2.7 Reviewing from time to time your methods of teaching and programme of work.
- 2.8 Participating in arrangements for your further training and professional development as a teacher as appropriate.
- 2.9 Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- 2.10 Participating, as appropriate, in meetings at the school which relate to the curriculum administration or organisation of the school.
- 2.11 Participating in arrangements, as appropriate, for preparing pupils for public examination and assessment approved by the Secretary of State, recording and reporting such assessments.
- 2.12 Teaching collaboratively with staff when and where appropriate.
- 2.13 Liaising with medical, paramedical and support services as appropriate.

#### **3.0 SPECIFIC**

- 3.1 To support the development and reviewing of a curriculum policy and a scheme of work suitable for all ability levels, which helps pupils to develop a range of skills and related knowledge and understanding and is commensurate with National Curriculum attainment targets which will prepare them for appropriate external examinations.
- 3.2 To support the development and reviewing a record keeping system.
- 3.3 To participate in Faculty Meetings as required by the school's schedule of meetings.
- 3.4 To contribute to the provision of information in response to requests from senior leaders
- 3.5 To contribute to the annual curriculum budget planning and requisitioning process.
- 3.6 To attend relevant in-service training and subject meetings and to support links with mainstream and other special schools.



3.7 Liaison with outside agencies in order to extend and enrich the range of experiences which are available to pupils.

3.8 Any other agreed responsibilities.

#### **4.0 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR**

4.1 Responsible to the appropriate Faculty Leader(s).

4.2 Responsible for the supervision of persons providing support in the classroom.

4.3 Responsible for the supervision and management of teaching assistants.

#### **5.0 CONDITIONS OF EMPLOYMENT**

5.1 The above responsibilities are in accordance with the requirements of the Teachers' Pay and Conditions Act 1987 and subsequent Orders in terms of duties and working time, also any local agreements, LA circulars and guidelines giving interpretations of teachers' conditions of service.

#### **6.0 REVIEW AND AMENDMENT**

6.1 This job description is normally subject to annual review. It may be amended at the request of the Executive Head or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

#### **7.0 COMPLAINTS**

7.1 If following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.