



Job Description

Post Information:

Generic Class Tutor and Teacher

Organisational Information:

Responsible to:

The Governing Body and the Executive Head

Head of College

Responsible for:

General Professional Duties and Responsibilities

- a) The postholder is required to carry out under the reasonable direction of the Head of College the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions Document and any subsequent amendments.

Functional links with:

All colleagues in the college team, professionals from other agencies, in particular Speech and Language Therapist, physiotherapists, social care, parents/carers and significant family members, other school settings.

Main Responsibilities/Accountabilities:

The jobholder will be expected to complete the responsibilities/accountabilities effectively.

- To work with pupils of all ages and special educational needs
- To plan and deliver the college curriculum.
- To assist with the development and implementation of the specified interventions and the college curriculum which involves an adapted National Curriculum (Entitlement Curriculum) model .
- To assess, record and report on pupils' attainment and achievements.
- To assume responsibility for a tutor group and subject specific learning groups as directed, and lead the relevant team of TAs.
- To contribute to whole school development and organisation □
- To closely liaise with parents/carers and other multi-agencies.
- To promote Equal Opportunities within the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the college.

Duties:

- To make an active contribution to the ethos, values and aspirations of the college and trust.
- To attend staff meetings, planning and curriculum development meetings as required and to participate in the development and review of areas of learning, attending and leading meetings with regards to this.
- To take responsibility for a tutor group of pupils, including their pastoral care.
- To plan learning opportunities appropriate to individual and groups of pupils taking account of pupils' IEPs and Statements/EHC Plans and the appropriate curricular provision. To maintain planning documentation as required by the Head of College.
- To teach, according to pupils' individual educational needs, the class group or pupils.
- To assess, evaluate and record pupil progress in line with school policy, setting realistic yet challenging targets for pupil's improvement.
- To compile reports and profiles on pupils as required, particularly IEPs, Safety and Support Plans, Behaviour Plans, Annual Reviews and annual reports to parents.
- To lead a class team professionally, managing efficiently and effectively the work of Teaching Assistants and any students placed for training within the college.
- To closely liaise with staff from other agencies, maintaining an ethos of close cooperation and ensuring a multi-disciplinary approach to teaching and learning in college.
- To manage efficiently the full range of learning resources.

Job Activities Continued:

To be responsible for:

- To effectively manage behaviour ensuring high levels of positive behaviour and discipline in line with the school policy, including development of individual behaviour plans where appropriate
- To ensure the safe organisation of and participation in educational visits and journeys
- To report to parents on the progress of pupils and build good, positive working relationships with parents and carers including working together to assist skills transfer between settings.
- To attend and participate as required in meetings with colleagues, other professionals and parents concerning individuals and groups of pupils.
- To keep informed of trends and developments in education and especially those relevant to the duties and responsibilities of the post.
- To take responsibility for the Health and Safety of the pupils in their charge and to report any Health and Safety issues with the Head of College
- Undertaking break duties as designated by the Key Stage Leader or Head of College

Other information: Disclosure Type: Enhanced

This job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake such other task (as deemed appropriate to the level of this appointment) as the head teacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

Tutor/Class Teacher - Person Specification

Post Information: Generic Form Tutor & Teacher			
Attributes	Essential	Desirable	Method of Assessment
Qualification and Training	<ol style="list-style-type: none"> 1. Qualified teacher status 2. Evidence of recent relevant continuous professional development 	<ol style="list-style-type: none"> a) MAPA trained b) Training and experience of Signalong or Makaton and/or PECS c) Qualification in SEND (e.g. B.Phil.Ed.) d) Successful experience of leading a subject 	Application form
Experience	<ol style="list-style-type: none"> 3. Experience of teaching children and young people with SEND within a school setting. 4. Experience of leading others 	<ol style="list-style-type: none"> a) Experience of teaching children and young people with severe and complex needs within a school setting. b) Experience across multiple key stages c) Recent involvement in the implementation of new initiatives related to SEN 	Application form Interview Interview

Skills and Abilities	<ol style="list-style-type: none"> 5. Excellent classroom practitioner 6. Knowledge and experience of different teaching strategies and the ability to apply these appropriately to personalise learning. 7. High expectations and can demonstrate good behaviour management skills. 8. Evidence of working collaboratively to deliver stimulating cross-phase learning experiences 9. Excellent written and oral communication skills 10. Ability to plan, assess and record pupil attainment and achievement 11. Ability to use ICT packages for a variety of purposes, including the delivery of the curriculum 12. Excellent organisational and time management skills 13. Ability to work as part of a team 14. Evidence of effective partnerships working with partners, carers and other stakeholders. 15. Understanding and commitment to the pursuit of equality 16. Is committed to ensuring the safeguarding and the well being of children and young people and takes appropriate action where necessary. 	<p>a) Proven experience of delivering practical curriculum subjects across school /college provision</p>	<p>Application form References</p> <p>Interview</p> <p>Observation during time in class</p> <p>Application form</p> <p>References</p>
Other Factors	<ol style="list-style-type: none"> 17. Enhanced DBS 18. Awareness of local safeguarding procedures and protocol 19. Ability to lead enrichment activities 20. A positive outlook 21. Adaptability to changing circumstances and new ideas 22. An acknowledgement that learning can be fun 	<p>Minibus driver</p>	<p>Interview</p> <p>Application form</p> <p>Interview</p>