# Job Description

You are required to carry out the duties of a school teacher as set out in the current school teachers’ Pay and Conditions Document.

### Responsibilities

1. To teach the classes/courses agreed in consultation with the Curriculum Team Leader (Autistic Resource Provision Team Leader) and to ensure that teaching materials and methodologies aim to:
   * Develop the full potential of every student
   * Value the skills, interests and experiences which students bring to the school, promoting students’ independence and control over their own learning
   * Maximise students’ prior knowledge and attainment
   * Develop the use of the community as a valuable learning resource
   * Recognise and develop a wide variety of practical, oral, personal, social and academic skills
   * Provide a coherent curriculum for students through liaison with other staff and departments
   * Ensure good discipline amongst students
   * Recognise and praise student progress
   * Work collaboratively with, and lead, teaching assistants
   * Contribute to the professional development of teaching assistants in order to enhance student progress
2. To monitor and record student achievement in line with the school and departmental policies on assessment. This will include keeping students, parents and senior staff informed of student progress through writing of reports, student assessment, attendance at parents’ meetings and other forms of parental liaison as agreed by the department/school such as GAP meetings and annual reviews.
3. To deliver the school’s teaching and learning priorities to the best of your ability.
4. To keep up to date records of the following: lesson planning, schemes of learning, students’ punctuality, attendance, attainment, progress, work done and homework set, according to school and department policy.
5. To maintain a stimulating learning environment in your teaching area.
6. To implement and encourage Good Autism Practice in line with department procedures and strategies.
7. To have responsibility for the care and welfare of all students and, when necessary, liaise with the Curriculum Team Leader, Form Tutors, Year Team Leader and Senior Staff as appropriate.
8. To keep up to date with new developments in the curriculum and liaise with colleagues as appropriate.
9. To play a full part in pastoral activities.
10. To implement Little Ilford’s and the LA’s policy on equal opportunities.
11. To liaise with, advise and contribute to the work of colleagues with cross-curricular responsibilities and to contribute to the development of a Personal, Social and Health Education programme within the school.
12. To play an active part in the overall organisation and development of the school. This could be done in a variety of ways but will include contributing to various staff meetings and working parties/committees.
13. To play a part in the implementation of Little Ilford School/LA policies with respect to:

a) general school duties

b) cover for colleagues if sudden absence or illness makes the

arrangement of cover staff impossible

1. To mark, assess and moderate students’ course work in line with requirements of the examination board as required
2. To take on specific responsibilities concerned with administering the department and/or supporting and developing the curriculum (These tasks to be defined following consultation with the Curriculum Team Leader and Headteacher).

**Safeguarding**

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
3. Promote the safeguarding of all pupils in the school

This job description may be reviewed at the end of each term (or at other times if necessary).

It may be amended after consultation with you.

November 2018

**PERSON SPECIFICATION**:

**MAIN SCALE TEACHER**

**ESSENTIAL (E)**

**DESIRABLE (D)**

**EDUCATION & TRAINING:**

Qualified Teacher Status (with DfE Number) ( E )

Knowledge of Curriculum and SEN Code of Practice ( E )

Willingness to develop own expertise ( E )

Evidence of experience and training in the area of ASD teaching ( E )

**EXPERIENCE:**

Successful teaching record (e.g. whilst on teaching practice) ( E )

Experience of working in an ARP in the role of a teacher ( D )

Experience of planning schemes of learning ( E )

Experience of coordinating and leading teaching assistants in a classroom setting (D)

**ABILITIES & APTITUDES:**

Clear verbal communication ( E )

Able to communicate clearly in writing ( E )

Able to work well as part of a team ( E )

Commitment to promote student achievement ( E )

Commitment to developing the ethos of the school ( E )

I.T. Skills ( D )

Ability to manage and adapt to change ( E )

Ability to interrogate data to measure progress and set appropriate targets ( E )

**OTHER REQUIREMENTS**:

Commitment to school and LA Equal Opportunities Policy & Practice ( E )

Commitment to maintaining confidentiality at all times ( E )

Commitment to safeguarding and equality ( E )

Excellent attendance and punctuality ( E )