

|  |
| --- |
| **Job Description****The school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.** |
| **Post title:****Hours of Work** **Remuneration:****Responsible to:** | **Class Teacher/SENCO****Full Time, Mat Cover** **Commensurate with experience****Headmaster** |
| **Main Responsibilities:- class teacher****Main Responsibilities- SENCO** |  * Inspire pupils with an enthusiasm and a love of learning
* Employ teaching methods and apply them effectively, according to the maturity and ability of the pupils.
* Plan work in accordance with department schemes of work
* Liaise with colleagues on the planning of units of work for collaborative delivery and the development of teaching materials and resources
* Take account of pupils' prior levels of attainment and use them to set targets for future improvement
* Set appropriate homework tasks
* Maintain good discipline and take responsibility for initial disciplinary action (in accordance with school’s policy)
* Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere
* Set appropriate and demanding expectations for each pupil’s learning, motivation and presentation of work
* Promote effective learning by pupils through the development of mature work habits and a range of learning skills and methods
* Be familiar with assessment and examination results of pupils and use these when planning lessons and work
* Keep up to date with current developments in your subject area and
* Attend relevant in-service training both within and without the school
* To identify and adopt the most effective teaching approaches for pupils with IL needs.
* To liaise regularly with class teachers.
* To support teaching assistants on a day-to-day basis.
* To liaise with outside agencies e.g. Occupational Therapists, Educational Psychologists.
* To monitor and help class teachers if necessary to set targets for IL pupils.
* To keep records on and track the progress of IL pupils.
* To liaise with the Senior School SENCO to ensure continuity of support when pupils transfer.
* To collect specialist assessment data.
* To support specialists in delivering assessment outcomes to staff.
* To update the Head on the effectiveness of provision for pupils with SEN.
* To support class teachers when meeting with parents in order to keep them informed about their child’s progress and to explain the structure of the IL Department at Ashley Manoor when necessary.
* Encourage all staff to recognise and fulfil their responsibilities to pupils with IL.
* To disseminate good practice in IL across the school.
* In partnership with subject teachers, to identify resources needed to meet the needs of pupils with IL.
* To attend appropriate training.
 |
| **Person Specification** **The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment**  |
| **Qualifications:**  | Good honours degreeQualified Teaching Status | Further subject-related qualifications.PGCE or other suitable teaching qualification. | Applicant’s certificates |
| **Experience:** | Initial teacher training teaching experience or time served experience in Reception, KS1 or KS2 teaching within the UK education system is an advantage.Experience of dealing with young people aged 11+, preferably within an educational context.Qualified and a leading practitioner in dyslexia teaching or other SEN specialism.Experience of teaching students with SENDExperience of teaching students with SEND | Recent experience of teaching at the relevant level(s). | Application FormInterviewProfessional references |
| **Skills:** | Ability to reflect and develop your own practice with the commitment to ensure thegrowth of your professional abilitiesGood organisational skills, and the ability to consistently meet deadlinesPositive attitude, with good interpersonal skills demonstrating consistently the positive attitudes, values and behaviour which are expected of pupilsKnowledge of current legislation and developments relating to the subject area | Good IT skills and an ability to use ICT to good effect in the classroom. | Application FormInterviewProfessional references |
| **Personal Competencies and Qualities:** | Safeguarding requirements and the contents of Keeping Children Safe in Education Able to use ICT to enhance learningAble to organise an imaginative and stimulating classroom environmentWilling to co-ordinate a subject areaAn understanding of assessment and its purposeAn understanding of the impact of quality feedbackA willingness to undergo appraisal and continual professional developmentWillingness to contribute to extra-curricular activities including taking part in tripsDesire and ability to work as part of a teamCommitment to equality, diversity and inclusionAn interest and understanding of pastoral care Being able to work and engage with parents | Able to adapt to teaching and learning across the key stages. | Application FormInterviewProfessional references |
| **Knowledge:** | Subject Specialism in at least one curriculum areaCurriculum developmentsTeaching pedagogy | Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision. | Contents of the Application FormInterviewProfessional references |