



Job Description Teacher MPG + 1 SEN Point

The post holder reports to the Head Teacher. The school team includes a variety of professionals such as; Teachers, Teaching Assistants, Lunch Time Organisers, Administrators, Speech & Language Therapists, Occupational Therapists, Physiotherapists and The School Nurse.

You are expected to develop and maintain effective working relationships with the staff outlined above, pupils, parents/carers, colleagues from mainstream and specialist schools, colleagues from the Health Authority, Social Care and outside agencies.

Main Purpose of the Job

To have responsibility for teaching a class of pupils who may have special educational needs, physical disabilities and/or complex medical conditions, communication difficulties and/or sensory impairments (HI/VI), behaviour difficulties and ASD. You will be expected to lead on assessing individuals, identifying needs, planning programmes & implementing programmes, monitoring, evaluating and reporting on progress at regular intervals.

To work as part of the Lancasterian team and contribute positively to the achievement of its School Development Plan (SDP). To provide a holistic approach to meeting the needs of individual pupils to ensure the best possible outcomes for all.

Professional Responsibilities

The professional duties of a teacher are those set out in part X11 of the Teachers' Pay and conditions Document 2006 and should be read along with the particular requirements of this post.

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below.

Classroom Management

1. To undertake a full teaching commitment within a class and across the key stages as required.
2. To plan for children's differentiated learning within the school's planning framework using a variety of approaches and strategies.
3. Organising Teaching Assistants, volunteers and students to the greatest benefit of the pupils
4. Advising Teaching Assistants, volunteers, students and key staff regarding the relevant needs of the pupils
5. Ensuring a consistent approach to Teaching, Learning and Assessment throughout the school, maximising the progress of all pupils

6. Ensuring your teaching area is organised, prepared and is an effective learning environment.

7. Carrying out school policies and practices with particular regard to:-

- Enabling equality, access and achievement of ALL pupils and staff;
- Maximising pupils' independence and opportunities for choice;
- Maximising pupils' achievement

Assessment and Record Keeping

1. Assessing and constantly monitoring pupils' educational development with other professionals and parents, as required.
2. Keeping each pupil's record up to date, setting individual objectives through annual reviews and Individual Education Plans (IEPs). Making records available to other staff, parents and senior staff as required.
3. Ensuring lesson planning includes individual work programmes and group working outlines. Making planning available to other staff, parents and senior staff as required.
4. Writing reports for pupils: in particular, for the Senior Leadership team e.g. assessment, attendance or key area of responsibility, for Annual Reviews, advice for Education, Statutory Assessment, Education, Health & Care Plans (EHCPs) and annual reports on academic progress.
5. Attending appropriate reviews and meetings and preparing relevant reports as required.

Curriculum

1. Leading and developing particular areas of the curriculum and whole school issues, residential, community/fundraising activities in and out of school hours.
2. Assisting in the process of curriculum development throughout the school by attending curriculum meetings, reading relevant information, utilising local support services and producing written information regarding relevant curriculum areas.
3. Attending regular meetings and taking a leading role in them, when required, in the areas of curriculum development, multidisciplinary meetings and in-service training.

Home/School Links

1. To have a positive approach to involving parents and carers in their child's education.
2. To provide parents and others with detailed information about their child's progress as required.

3. To engage parents in partnerships that will enhance the pupils cognitive, emotional and social development.

General

1. Supporting other staff in the development and maintenance of a positive working ethos throughout school, including:-
 - Passing on relevant information which may have been given to you personally or at a meeting not attended by all staff;
 - Participating constructively in full staff, departmental and class team meetings
 - Sharing best practice of any strengths identified through observations or work scrutiny
2. Leading a team of staff, ensuring that they all have clear objectives through appraisal and line management and their training needs are identified and met.
3. Acting as a specialist on special education matters in school and home as required, e.g. After appropriate training, demonstrate an understanding and effective use of behaviour strategies, augmentative methods of communication and any other individualised or group strategies used by pupils in school.
4. Participating in school assemblies and whole school activities
5. Contributing to a team/holistic approach towards meeting the pupils medical and personal care needs. This will necessitate you in taking part in specialised training from the health authority dependent on the needs of the pupils with whom you have daily contact.
6. Demonstrate that you follow all school policies and procedures, including those relating to safeguarding. This includes being personally responsible for registering and maintaining the live update with the Disclosure and Barring Service (DBS) and providing Lancasterian with appropriate access to your record.

This job description outlines the main tasks and activities of the post. It is by no means an exhaustive or exclusive list of specific duties. Other duties will be determined by the needs of the school and direction from the School Leadership Team