**THOMAS WOLSEY ORMISTON ACADEMY**

**TEACHER JOB DESCRIPTION**

**Post: Teacher**

Salary: MPS + SEN Allowance

Responsible to: Headteacher/Deputy Headteacher

Responsible for:

1. Pastoral care of group of pupils
2. Curriculum design, access and delivery
3. Managing professional responsibilities
4. Subject leadership

**DUTIES**

The current School Teachers’ Pay and Conditions Document describes duties which may be required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.

**MAIN DUTIES AND RESPONSIBILITIES**

1 **To have pastoral responsibility for a group of pupils.**

Main Tasks

1.1 To ensure delivery of appropriate curricula for each child, commensurate with their intellectual, physical, emotional needs and reflective of a broad, balanced, relevant and differentiated curriculum.

1.2 To create a stimulating, demanding environment which is both challenging and motivating.

1.3 To inform other staff of the particular needs of the pupils in the pastoral group and to plan with specialist staff, team teaching approaches for the specific areas of the curriculum.

1.4 To provide pastoral care and support for pupils in liaison with families and the Senior Management Team.

1.5 To liaise with parents, health professionals and support staff in aiming to seek a collaborative, multi-professional approach to the curriculum for individual pupils.

1.6 To maintain up-to-date records on individual pupils, in order to evaluate pupil progress in all areas of the curriculum, including the National Curriculum and plan future aims and objectives.

1.7 To prepare and collate reports for Annual Review on individual pupils according to the school policy for Annual Reviews of Statements of Special Educational Needs.

1.8 To supervise, deploy and line-manage the Special Support Assistants working with individual and groups of pupils.

2 **Knowledge, skills and understanding of curriculum design, access and delivery**

Main Tasks

2.1 To be able to select, devise and implement suitable observations, assessment and recording systems to inform good practice across the curriculum.

2.2 To be able to prioritise according to individual strengths and needs and be sensitive to the pupil’s perspective, including their cultural background and chronological age.

2.3 To be able to provide appropriately graded steps in learning which reflect the pupil’s learning style and needs.

2.4 To be able to reflect on and evaluate one’s own teaching performance in addition to recognising and valuing the child’s success and achievements.

2.5 To be able to create opportunities for learning through peer interaction and self discovery.

2.6 To be able to create an environment which reflects pupil’s needs and interests and which facilitates learning from both ambulant and non-ambulant pupils.

2.7 To utilise a variety of different classroom and other organisational strategies dependent on the nature of the activities and pupils’ differing abilities.

2.8 To demonstrate flexibility in adjusting to the differing modes (eg signs, symbols and words) and levels of complexity of language and communication.

2.9 To evaluate and select the most appropriate means of accessing the curriculum through the use of available computers and other technological devices.

3 **Managing Professional Responsibilities**

The skills and understanding necessary to act as a resource for professional, parents/carers and others both within and outside the school.

Main Tasks

3.1 To organise and support additional staff working in the classroom.

3.2 To be able to liaise with and, where appropriate, work directly with parents and other carers.

3.3 To be able to draw on, inspire and evaluate intervention with other professionals in the field.

3.4 To be able to set up, monitor and review appropriate opportunities for inclusion in educational and community settings.

3.5 To be able to respond to and meet the requirements of appropriate legislation.

3.6 To have the confidence and ability to contribute to and lead school-based curriculum development.

3.7 To keep abreast of national, local (and, where appropriate, international) developments and innovations in the field of Special Educational Needs.

4 **Subject Leadership**

The co-ordination of an agreed curriculum responsibility throughout the school will include:

4.1 Implementation of an agreed curriculum through the School Improvement Plan.

4.2 Monitoring and evaluating the teaching and learning of the subject throughout the school.

4.3 Developing and maintaining a policy and scheme of work for agreed subject.

4.4 Assisting and advising colleagues in the development of the subject within their class groups.

4.5 Effective management of the budget for agreed subject.

4.6 Attending relevant courses as agreed with the Headteacher and maintaining links with the LA Improvement Service.

**OTHER DUTIES**

Any other duties considered necessary to fulfil the responsibilities of the post as directed by the Headteacher.

Note

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school and pupil population. This job description will be reviewed at the reasonable discretion of the Headteacher in the light of any changing requirements and in consultation with the post holder. In any event the Headteacher reserves the right to review and amend the job description.