

# **JOB DESCRIPTION** **DUTIES AND RESPONSIBILITIES**



Leadership L8-10

1. Name:
2. Title of post: Senior Teacher  
Lead for Achievement and Progress  
Lead on Pupil Behaviour and Wellbeing  
Class Teacher 40%

The post requires you initially to teach pupils from the Secondary age range with severe and moderate learning difficulties and pupils with Autism. In common with all other staff you will be working towards the agreed school aims.

3. Responsible to: Head Teacher.
4. To compliment this job description, the post holder will be required to carry out such duties as set out in the relevant paragraphs of the School Teacher's pay and Conditions Document.
5. Elements of this job description may be re-negotiated at the request of either party in response to school development priorities.
6. This job description is effective from 1.9.19 and will be reviewed on an annual basis in the summer term.
7. You are required to undertake the following within the schools existing aims, policies and schemes of work.
  - a) *To take a lead on Achievement & Progress across the whole school.*
  - b) *To ensure all assessments are completed & recorded on time*
  - c) *To work with Admin support to ensure data is collated and entered into management systems*
  - d) *Analysis of all data using CASPA*
  - e) *To be actively involved in reporting of achievement & progress to parents (including Annual Reviews & Annual reports & Parents evenings)*
  - f) *To be involved in analysis of pupil work and measuring progress (marking)*
  - g) *To fulfil the role of the Examinations Officer*
  - h) *To take a lead role in behavior strategies across school including Thrive, positive mental health and pupil wellbeing*
  - i) *To Lead KS3*
8. To direct the work of the staff and partners involved in developing Achievement & Progress across the school
9. To prepare reports for governors relating to Achievement & Progress
10. To be part of the School Leadership Team and:  
  
Deputy designated Safeguarding lead  
Chair KS3 EHCPs CLA/PEPs  
Lead Transition KS2 – KS3

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TA Appraisal  
KS3 Supply Staff Induction  
Prepare information for bandings of pupils in department  
Student Celebration Event

## **PUPILS**

- To organise the classroom to provide an effective working environment
- To work to improve the pupils ability to manage their own behaviour
- To have high expectations of pupils achievement in all areas
- To keep up to date ongoing records of pupils progress and achievements across the curriculum including termly IEP's, Annual Review Reports, end of year reports and PIVAT's and P Scales
- To ensure differentiated activities are available to meet all the pupils needs
- To encourage that the achievements of the pupils are acknowledged and celebrated in particular through the use of display and assemblies
- To take all reasonable precautions in respect of pupils safety
- To mark pupils work and give them constructive feedback about it
- To promote a healthy lifestyle through delivery of PSHE and Citizenship courses and pastoral care.

## **LIAISON**

- To plan for the effective use of classroom staff, members of the multi disciplinary team and other adults in the classroom
- To work effectively as a member of the classroom and the whole school team
- To contribute to the work of outside agencies such as Children's Services by providing information and attending meetings and discussions.
- To establish positive professional relationships with parents through the Home/School book, annual reviews, the communication of IEP's and parents nights
- To establish where possible close working relationships with colleagues in other schools with the aim of increasing integration opportunities for the pupils

## **CURRICULUM**

- To deliver the curriculum using a variety of teaching styles
- To organise resources that are appropriate to the child's ability and readily available
- To use the community to enable pupils to learn from direct experience
- To contribute to whole school discussions about the school aims, policies and schemes of work
- To contribute to whole school discussions about the school improvement plan

## **PERSONAL DEVELOPMENT**

- To take a full part in professional development activities including Performance Management.
- To attend regular relevant INSET

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- To keep ICT skills up to date through relevant INSET
- To keep regular records of personal development activities

11. For each of the teaching and learning responsibilities you are required to undertake the following:

## TEACHING AND LEARNING RESPONSIBILITY

- a. To be responsible to the Head for the co-ordination of all teaching and learning with pupils on (subject/area) throughout the school. To do this by creating and annually updating an action plan for these areas which is linked to the School Development plan.
- b. To be responsible for the implementation and evaluation of teaching and learning with pupils on (subject/area) in consultation with the Head and staff.
- c. To undertake whole school monitoring of teaching, learning and planning in Work with pupils in (subject/areas).
- d. To evaluate assessment, accreditation and other data in relation to (subject/area) to develop teaching and learning
- e. To evaluate and ensure high quality resources for the development of teaching and learning with pupils in (subject/areas)
- f. To liaise with other schools, agencies and governors especially parent governors in relation to teaching and learning with pupils in (subject/areas)
- g. To promote parental interest and understanding about teaching and learning with pupils in subject/areas)
- h. To liaise with In-Service Training Co-ordinator with reference to teaching and learning with pupils in (subject/areas)
- i. To play a part in organising and evaluating INSET days relevant to teaching and learning with pupils in (subject/area) with the Head and INSET Co-ordinator

Signed .....  
Teacher

Signed .....  
Head

Date .....