

JOB DESCRIPTION

POSITION: Teacher: EYFS & Key Stages 1

REPORTS TO: Headteacher

LOCATION: Heathermount School or such other place as the Trust may reasonably require.

PAYSCALE **THE DISABILITIES TRUST TEACHER PAY AND CONDITIONS**

MAIN PURPOSE:

The teacher responsible for EYFS and KS1 will:

- Contribute to the development of this aspect of the curriculum across the EYFS and KS1 age range.
- Contribute to the development of the subjects across the whole school through the development of appropriate schemes of learning.
- Contribute to the development of knowledge and skills of all colleagues through staff presentations, INSET and other professional development opportunities.

MAIN TASKS AND RESPONSIBILITIES

- To plan and prepare sensory work and activities, individual programmes, curriculum maps and individual lessons, appropriate to the needs, interests and experience and existing knowledge of the pupils in the class.
- Adapt lesson plans to incorporate individual personalised learning for pupils, building on prior achievements, through identifying clear teaching objectives and specifying how they will be taught and assessed.
- Contribute to the whole school's planning cycle to ensure continuity and progression across the school.
- Provide clear structures for lessons maintaining pace, motivation and challenge which takes account of pupils' needs by providing structured learning opportunities aimed at developing the areas of learning identified in national and school policies.
- Use a variety of teaching strategies which involve first hand experiences, play and talk as a vehicle for learning including visual teaching and learning styles following Heathermount teaching and learning strategies.
- Ensure that all learning opportunities are identified and enhanced and that teaching and learning is delivered in ways best suited to the learning styles of pupils with autism.

- Maintain discipline in accordance with the school's procedure and encourage good practice with regard to appearance, behaviour, punctuality and standard of work.
- Ensure that all lessons are planned with needs of young people with autism at the core.
- Ensure that pupils acquire and consolidate skills, knowledge and understanding appropriate to the subject being taught and commensurate with their abilities.
- Ensure that all lessons and learning are regularly assessed, and that assessment is used to inform future planning.
- Ensure that Teacher Planning and pupils' work clearly demonstrate the learning that has been achieved so that realistic targets can be set and monitored and progress can be benchmarked across the year group/class and the school.
- Identify clear teaching objectives and specify how they will be taught and assessed.
- Set tasks which challenge the pupils and ensure high levels of interest and engagement.
- Set appropriate and demanding targets which are based on prior attainment.
- Provide clear structures for lessons maintaining pace, motivation and challenge which result in positive outcomes for pupils.
- Analyse recorded data and sampled work to continually diagnose pupils' needs and to set realistic, challenging targets for improvement.
- Ensure that all teaching is effective and makes best use of time and resources whilst continuing to have the best interests of pupils at its centre.
- Communicate with parents/carers on a regular basis to keep them informed of student's learning and progress, acknowledge and communicate any special skills and talents displayed by students as well as alert them to any problems or difficulties through reports and regular communication.
- Attend open days, parent's evenings, review days and event meetings as required.
- Contribute towards the development and maintenance of links with outside agencies and the wider community.
- Evaluate own practice in relation to student progress, targets and feedback from senior staff monitoring.
- Undertake any self-development identified in Performance Management Review, personal training and development plans.
- Contribute to the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Critically evaluate own teaching and performance to improve effectiveness.
- Effectively manage the Teaching Assistants working within the group or department by establishing clear expectations and professional working relationships and giving clear guidance on strategies for raising achievement.

- As part of a multi-disciplinary Team of professionals, involve Teaching Assistants in planning, recording and delivering activities and give guidance and support as required as appropriate.
- Ensure effective management of the learning environment and development of teaching and learning resources, taking pride in presentation.
- Manage any delegated funds and allocate any available resources with maximum efficiency and advise the Senior Leadership Team (SLT) of likely priorities for future expenditure.
- Participate in discussions about curriculum development and ensure that the Senior Leadership Team (SLT) are well informed about plans, priorities and effective strategies within the class group or subject specialism.
- Provide a role model for students and other staff through consistent professional conduct.
- To undertake any other duties as may from time to time be specified by the Trust, that is within the level and responsibility appropriate to the grade of post

To undertake, any reasonable travelling requirements, in order to fulfil the tasks and responsibilities of the role.

PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING

- Participate in regular support, appraisal and review meetings with line management
- Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role
- Attend and participate in regular team and other meetings, both internal and external

POLICIES AND PROCEDURES

- The post holder will be expected, at all times, to be familiar and comply with the written policies, procedures and guidelines for good practice, issued by The Disabilities Trust
- Ensure the Health & Safety policy and procedures are adhered to at all times
- Take personal responsibility for own health and safety and report incidents and potential hazards as necessary.

CHILD PROTECTION

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the school's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role.

ETHICS AND CONFIDENTIALITY:

The Disabilities Trust operates in a constantly changing environment and as such work priorities and objectives may change. The Trust reserves the right to make reasonable changes to the job purpose and accountabilities.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.

Staff members name: _____

Signature: _____

Date: _____