

JOB DESCRIPTION

POSITION: Subject Teacher/Group Tutor

REPORTS TO: Deputy Headteacher

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

PAYSCALE THE DISABILITIES TRUST TEACHER PAY AND CONDITIONS

MAIN PURPOSE:

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

MAIN TASKS AND RESPONSIBILITIES

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in the class.
- Adapt lesson plans to incorporate individual personalised learning for students, 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 activities.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and school policies and particularly the foundations for literacy, numeracy and ICT.
- 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 coverage of all curriculum requirements and that IPP targets are systematically addressed and met.
- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- Mark and assess students' work and record their development, progress and attainment, both at school and elsewhere.
- Demonstrate consistent and effective assessment of pupils' progress and keep records to check work is understood and completed.

- Analyse recorded data and sampled work to continually diagnose students' needs and to set realistic, challenging targets for improvement.
- Undertake assessment of students as requested by examination bodies, departmental and school procedures.
- To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties through reports and regular communication.
- Attend open days, parents' evenings, review days and event meetings as required and forge links with outside agencies and the wider community.
- Evaluating own practice in relation to student progress, targets and feedback from senior staff monitoring.
- Undertake and self-development identified in appraisals, personal training and development plans.
- You are expected to take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Effectively manage the Teaching Assistants working with you, establishing clear expectations and professional working relationships and giving clear guidance on strategies for raising achievement.
- Involve Teaching Assistants as appropriate in planning, recording and running activities and give guidance and support as required.
- Ensure effective management of the learning environment and development of teaching and learning resources.
- Manage any delegated funds and allocate available resources with maximum efficiency and advise Leadership Team of likely priorities for future expenditure.
- Participate on discussions about curriculum development and ensure that the Leadership Team are well informed about plans, priorities and effective strategies in your class or subject.
- 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: _____