

## **Job Description Teacher**

### **RESPONSIBLE TO:**

Principal & Vice Principal

### **IMPORTANT INTERNAL RELATIONSHIPS:**

Governors  
Principal  
Senior Leadership Team  
School Staff  
Parents  
Pupils  
Visitors to school  
Other Orchard Hill organisations

### **IMPORTANT EXTERNAL RELATIONSHIPS:**

Professional Service Providers  
Local Authority Staff  
The Public

### **MAIN PURPOSE OF JOB**

#### **Teaching – to be responsible for:**

- Planning and preparing lessons
- Teaching, according to student's educational needs, the assigned pupils
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Having regard to the curriculum and policies for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class
- To manage a team of teaching assistants and liaise with therapists and other professionals who work with the pupils.
- Delivery of After School Clubs that promote academic development or/and extracurricular activities.
- Support the provision of musical hydrotherapy within the school.

### **MAIN RESPONSIBILITIES/DUTIES OF JOB**

#### **1. CURRICULUM**

- Teaching, assessing and recording each child's progress.
- Determining an individual learning programme for each child.
- Ensuring appropriately differentiated curriculum for each pupil.
- Ensuring progression and continuity for each pupil.
- Developing medium term plans and weekly plans to be shared with the teaching assistants.
- Joining in with peer mentoring to improve the delivery of the curriculum.
- Liaising with the primary/secondary department to ensure a smooth transition for pupils moving phases or classes.

- Developing long term planning to chosen curriculum area.
- Developing close links with Therapists re individual pupils with physical and communication and computer technology needs to support/enable their development and access to the curriculum.
- Acting as Curriculum leader for a selected Area of Learning. Audit the subject, throughout the school. Liaise with other teachers and hold responsibility for resources.

**2. Performance Management:**

- Participating in arrangements made in accordance with regulations for the appraisal of his/her own performance
- Managing Performance Management of Class Team

**3. Professional Development:**

- Reflect upon and review from time-to-time methods of teaching and programmes of work
- Attend and participate in staff meetings and INSET days
- Participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training.

**4. Safeguarding**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the OHCAT and the school's safeguarding policies

**5. Resources**

- To make full use of the resources in the school.
- To develop new resources if necessary for the curriculum delivery.

**5. Staff**

- Direct the work of the class teaching assistants.
- Liaise with other directors of learning.
- Liaise with multi-agency team.
- Liaise with IT co-ordinator.
- Liaise with resources co-ordinator

**7. Pupils**

- To provide a happy stimulating environment and to encourage the pupils to have confidence in their own ability and enable them to make progress at that level of ability.
- To be aware of each pupil's disability and be responsible for their care.
- To liaise with multi-disciplinary team to ensure all have access to information relevant to each pupil.
- To incorporate ICT to increase access to the curriculum, improve communication and allow independent access to learning.

**8. Other Responsibilities**

- To maintain good relations with parents and ensure learning targets are shared between home and school.
- Contribute to assessments, collate Annual Reviews and write reports as necessary.
- Establish links with other schools as appropriate.

**9. UNDERTAKING OTHER DUTIES AS MAY REASONABLY BE EXPECTED**

**Specific Requirements**

1. To promote the aims & values of the school
2. To follow all school policies, guidelines and procedures
3. Attend all required meetings
4. Maintain good order among pupils and safeguard their health and safety
5. Use positive behaviour strategies to increase children's confidence and self esteem in accordance with school policy and training
6. Ensure high standards of work and behaviour
7. Ensure equality of opportunity
8. Lead a curriculum subject or aspect of learning across the whole school (except NQTs)
9. Ensure all local and national assessment arrangements are effectively managed for your class under the direction of the Vice Principal.
10. Provide for the personal and social development of pupils
11. Work in partnership with all constituents of the school community, including communicating and consulting with colleagues, governors, parents and outside agencies as necessary
12. Maintain professional behaviour at all times, acting as a good role model, including punctuality and attendance
13. Fulfil the "Professional Standards" for Teachers in England.

This Job Description is subject to review

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**Julia James**  
**Headteacher**

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**Teacher**

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**Date**

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**Date**

## **Person Specification: Class Teacher**

### **Essential**

The candidate should:

- Have qualified teacher status.
- Be an excellent classroom practitioner.
- Have a thorough knowledge of best SEN practice.
- Have a commitment to the use of ICT for communication and curriculum access.
- Have knowledge of relevant recent educational legislation, reforms and initiatives.
- Have a clear vision of the essential features of excellence in a special school.
- Be a good role model, set high standards and have high expectations.
- Be able successfully to lead, motivate and work with a class team.
- Be enthusiastic, hard working and able to take initiative.
- Be a good communicator and listener.
- Have good administrative skills and be well organised.
- Be willing to promote a good partnership between the school and parents.
- Be in good health and have the ability to work under pressure.

### **Desirable**

It is an advantage if the candidate has:

- Experience of working with SEN pupils.
- Experience of working with pupils from varied social and cultural backgrounds.
- Experience of working in a multi-disciplinary setting.
- Varied teaching experience, ideally across primary and secondary.
- Experience of teaching across more than one key stage.