

JOB DESCRIPTION

FOR TEACHERS OTHER THAN HEAD TEACHERS

SCHOOL: St Giles School

NAME OF POSTHOLDER:

Job title: Teacher

Pay Scale: £22,917 - £38,633

Job purpose: To have the skills, knowledge and experience to teach students of ages with Complex Learning Difficulties and Disabilities. In the first instance the allocated class will be a Key Stage 3-4 class with a group of children who have communication and interaction difficulties e.g ASD

Post(s) Responsible to: Assistant Head Teacher

Post(s) Responsible for:

Date of issue 13 October 2017

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CORE REQUIREMENTS OF THE POST:

- As a *Teacher* you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Annex A.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section ~~Particular Responsibilities~~, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

PARTICULAR RESPONSIBILITIES:

i) The post requires you to:-

- teach pupils within the age range 3-18ys in accordance with the professional duties of a teacher.
- take an equitable share of whole school curriculum care and management responsibilities.
- carry out your duties in line with the key tasks and management procedures of the school.

Issued by:

Received by:

Head Teacher

Post Holder

CRITERIA OR REQUIREMENTS	Assessment Method	Essential	Desirable
<p>1. Education & Training</p> <p>a) Qualified teacher status</p> <p>b) Relevant SEN qualifications</p> <p>c) Is an active agent in engaging in Continuous Professional Learning</p>	<p>A/C</p> <p>A</p> <p>A/I</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>2. Experience</p> <p>a) Experience of working with children with Complex Learning Difficulties and Disabilities.</p> <p>b) Experience of working with children with Complex Learning Difficulties and Disabilities e.g ASD across a number of year groups. (3-18 age range.</p> <p>c) Positive experience of using a range of teaching strategies designed to meet educational needs of children with ASD.</p>	<p>A/I</p> <p>A/I/O</p> <p>A/I</p> <p>A/I/O</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>3. Knowledge/Skills and Abilities</p> <p>a) Ability to establish an appropriate, positive class ethos and learning environment which promote good relationships and high pupil achievement and learning behaviours.</p> <p>b) A skilled classroom practitioner with the ability to meet planning, recording and reporting requirements for individuals, small groups and the whole class.</p> <p>c) Understanding of the national curriculum and curricula appropriate for a range of pupils with Complex Needs.</p> <p>d) Understanding of appropriate assessment, planning, recording and reporting strategies – particularly in relation to pupils with Complex Needs</p> <p>e) Ability to work in a multi-disciplinary setting and work in partnership with parents and professionals to achieve positive outcomes in and out of school.</p> <p>f) Emotional resilience and ability to motivate, manage and encourage pupils</p> <p>g) Ability to communicate effectively orally and in writing with children, colleagues, parents and other professionals</p> <p>h) Ability to plan for and successfully manage a team of support staff</p> <p>i) Effective organisational skills</p> <p>j) Ability actively engage in curriculum development work</p> <p>k) Good ICT skills and able to use learning technology to promote children's independence, communication and learning.</p>	<p>O/I</p> <p>A/I</p> <p>A/I</p> <p>O/I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>I</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

CRITERIA OR REQUIREMENTS	Assessment Method	Essential	Desirable
4. Equal Opportunities a) Commitment to the Council's Equal Opportunities Policy and acceptance of responsibility for its practical applications b) Ability to manage and develop children and staff within the framework of Equal Opportunities c)	I	✓	
5. Safeguarding and Promoting Welfare of Children a) Ability to form and maintain appropriate relationships and personal boundaries with children and young people, colleagues and parents b)	I	✓	
6. Other Job Specific Requirements a) Understanding of health & safety issues	I	✓	