

The Fountains Community Special Schools Federation

Teacher Job Description Special School

Introduction

The Fountains Community Special Schools Federation incorporates The Fountains Primary School and The Fountains High School which are Day Foundation Special Schools within Staffordshire Local Authority.

The Fountains Community Special Schools Federation is commissioned by Staffordshire Local Authority to provide 240 places for pupils aged 2 to 19 with Statements of Special Educational Needs.

There are 23.6fte equivalent teachers and 47fte teaching assistants.

Title and Grade of Post

Class Teacher MPS/UPS + 1 SEN Point

Purpose of the Job

To teach pupils with SEN and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Employment Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in this document. The post is otherwise subject to the conditions of service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the individual contract of employment.

The post holder will continue to demonstrate the ability to meet the Core/Threshold* Professional Standards for in the areas of Professional Attributes, Professional Knowledge and Understanding and Professional Skills.

Relationships

The post holder is responsible to the Executive Headteacher and the Head of School for his/her teaching duties and responsibilities and for teaching tasks.

The post holder is required to promote collaboration and work effectively as a team member.

The post holder is responsible for the supervision of the work of Teaching Assistants relevant to his/her responsibilities.

The postholder is responsible for liaison with outside agencies as appropriate.

1. Responsibilities

- 1.1. To implement the curriculum in accordance with the school's philosophy and policies.
- 1.2. To be responsible for planning, evaluation, assessment and reporting of the teaching and learning of pupils, including annual reporting of special educational needs, in accordance with the schools and LA's practices and policies.
- 1.3. To teach groups of pupils in all areas of the school and community as required.
- 1.4. To lead on teaching and learning within school in specific areas as designated by the Deputy Headteacher
- 1.5. To have pastoral responsibility for a group of pupils if allocated by the Deputy Headteacher.
- 1.6. To work in close partnership with parents.
- 1.7. To ensure in all teaching situations the collaborative nature of working between non-teaching staff, support services and parents.
- 1.8. To maintain an inclusive and orderly learning environment through the effective management of resources, lesson planning and positive behaviour support.
- 1.9. To attend meetings as appropriate related to school development, pupils and curriculum.
- 1.10. Play an active role in own performance management and professional development including taking actions agreed at review meetings.

2. Organisation

- 2.1 To organise appropriate work for all the pupils in consultation with colleagues.
- 2.2 To supervise the work of teaching staff and non teaching staff and support them in the organisation and implementation of appropriate work with the pupils.
- 2.3 To maintain records of assessment and collect appropriate data, pupil's individual education programmes and plans, risk assessments and positive behaviour records as required by the school.
- 2.4 To be involved in planning activities and use of resources alongside other team members.

3. Links

- 3.1 To attend regular review meetings with parents.
- 3.2 To promote the ethos of integrated working by liaison with a range of professionals as required.

- 3.3 To take part in in-services training and maintain professional development and review as required.

4. General

- 4.1 To be familiar with the relevant LA policies eg, equal opportunities, anti racism, inclusion, anti sexism and explore ways of putting them into practice in school.
- 4.2 To be familiar with relevant whole school policies and implement within school.
- 4.3 To undertake other reasonable duties and responsibilities as may be determined in consultation with the Executive Headteacher and the Head of School.

The job description will be reviewed regularly and may be subject to modification or amendment after consultation with the postholder.

Signed Date

Date of Review