BURY COUNCIL

**JOB DESCRIPTION**

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| **Post Title: CLASS TEACHER-** Resourced Provision for pupils with social communication difficulties and/or a diagnosis of Autistic Spectrum Condition (ASC) ‘The Hive’ | |
| **Department:** Hive Resourced Provision/main school | |
| **Division/Section:** EDUCATION SERVICE | **Post Grade:** Main scale + 1 SEN Point |
| **Location:** Mersey Drive CP School | **Post Hours:** Full Time |
| **Special Conditions of Service:**  *To be performed alongside the provision of the School Teachers’ Pay and Conditions Document.*  Leave must be taken in school holidays. | |
| **Purpose and Objectives of Post:**  To ensure that pupils who require additional Resourced Provision learn and develop socially, emotionally, and academically to their maximum potential. | |
| **Accountable to:** Head Teacher | |
| **Immediately responsible to:** Lead Practitioner for Inclusion and SEND | |
| **Control of Resources:** Manage teaching assistants in own class. | |

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| **Duties/Responsibilities:**  We are looking for an enthusiastic teacher to join the ASC provision at Mersey Drive Primary School. You will work closely with an established team to deliver a personalised curriculum to children within the Provision Classroom. The successful candidate will have a sound knowledge of the national curriculum, excellent behaviour management and knowledge of adaptive teaching to support the progress of children with additional needs.  **TEACHING and LEARNING:**  Working closely with the LP for Inclusion and SEND and the ASC provision team you will:   * Plan, prepare and teach lessons in line with the school’s curriculum policy and practice and taking into consideration all the indicated needs of pupils~~.~~ * Promote high standards behaviour for learning. * Plan exciting, creative programmes of work. * Support and uphold Mersey Drive Primary School Values and Aims. * Adapt approaches and activities to meet the individual needs of children – both challenging and supporting. * Promote inclusion through individual learning pathways. * Liaise and plan teaching and learning with support staff in line with school policy. * Encourage the children in the class to become independent and motivated learners. * Thoroughly prepare engaging lessons. * Provide homework activities as appropriate, according to school policy. * Effectively deploy support staff within the classroom. * Complete online attendance registers each morning and afternoon.   **PLANNING, ASSESSMENT AND RECORD KEEPING**  Working closely with the LP for Inclusion and SEND and the ASC provision team you will:   * Keep accurate records of the progress of individual children using agreed school systems. * Identify and record pupils’ progress linked to the pupil’s Education, Health and Care Plan. * Set personalised targets for each pupil and ensure that the pupil is provided with the best opportunities to achieve the targets set. * Maintain a focus, through personalised learning, on individual pupil progress to maximise all learners’ capacity to learn, achieve and participate. * Maintain, over time, a range of evidence for pupil progress and achievement. * Review pupil progress annually through reporting to parents/carers. * Engage in the process of statutory annual reviews of Education, Health and Care Plans. * Prepare assessment analysis for termly pupil progress meetings with the SLT. * Promote inclusion for pupils through personalised curriculum pathways. * Respond to each child’s work regularly according to the Marking Policy/Marking and Feedback school policy. * Report (orally and in writing) on pupil progress in line with the school’s policies and practice. * Report (orally and in writing) on pupils’ personal and social needs in line with the school’s policies and practice. * Manage, assess, record and report on pupils’ communication needs. * Manage, assess, record and report on pupils’ behaviour. * Write reports on each child’s progress for parents, stating areas for future developments and shared targets. * Manage, assess, record and report on pupils’ attendance and punctuality. * Register the attendance and punctuality of pupils in the morning and afternoon sessions and report immediately any pupils who are missing education in line with the school’s policies and procedures. * Follow school Child Protection and Safeguarding procedures. * Assess and monitor curriculum work in accordance with school policy. * Provide appropriate information on lessons to be taught/children’s needs to other staff as applicable. * Direct and supervise support staff assigned to pupils and, where appropriate, other teachers, and agency staff. * Participate in arrangements for preparing pupils for end of key stage assessment, end of year assessments or baseline assessments including Phonics test. * Manage and deploy resources effectively. * Manage resources linked to the curriculum, Pupil Premium, Sports Premium, and pupil needs. * Attend and plan assemblies.   **External examinations**  Working closely with the LP for Inclusion and SEND and the ASC provision team you will:   * Be responsible for arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations, and recording and reporting such assessments. * Conduct statutory examinations.   **LIAISON**  Working closely with the LP for Inclusion and SEND and the ASC provision team you will:   * Establish close working practices enabling the effective and efficient running of the ASC Provision. * Meet on a regular basis with senior staff to provide information regarding reviews, pupils general progress and possible educational links with the main school. * Pass on information regarding each child to class teachers (or the appropriate secondary school) to ensure that there is continuity and appropriate support and progression within individual pupil's programmes of work. * Establish positive links with parents and keep them informed of class procedures, the curriculum to be taught, the progress of their child and where there are difficulties arising. * Promote the specialist provision and school within the local and wider community. * Work to develop an offer throughout Mersey Drive to support children with ASC and social communication needs. * Support links with other local schools and the education community. * Work to develop an Outreach offer from the ASC Resourced Provision to other primary schools. * Liaise with the LEA, other services and agencies and professional bodies. * Check all school communication channels regularly and respond in a timely manner.   **PASTORAL**  Working closely with the LP for Inclusion and SEND and the ASC provision team you will:   * Be responsible for the safety and welfare of the class during teaching times and at the beginning and end of each session. * Ensure that the pupils’ personal needs are met, including liaising with outside agencies. * Work closely with the Inclusion Manager to review pupils and identify any additional support required. * Be responsible for reinforcing school positive behaviour policy/code of conduct. * Promote equal opportunities with the class and whole school. * Be responsible for providing supervision at lunch and break times as per rotas. * Cooperate with all adults who work in school and supervise when appropriate. * Be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. * Communicate and consult with parents and carers including those for whom English is an additional language. * Communicate and consult with professionals supporting pupils and their families. * Participate in/ provide information for meetings, including child protection conferences, Child in Need meetings, Team around the Family (TAF) meetings, early help processes, where requested. * Closely monitor and ensure the progress of children in care/children looked after. * Closely monitor and ensure the progress of children who are identified as disadvantaged and are in receipt of Pupil Premium grant funding.   **TRAINING, PROFESSIONAL DEVELOPMENT AND ACCOUNTABILITY**   * Participate in induction training on joining the school, including the Staff Handbook. * Attend all staff meetings. * Attend all Professional Activity Days (see annual Calendar of Events) * Participate in single agency safeguarding training, risk assessment training, fire safety training, resuscitation and defibrillation training, behaviour management and support training, communication training and regular updates of this and other required health and safety training. * Participate in focused training around the education, medical and health needs of individual children where appropriate. * Participate in appraisal arrangements and, where appropriate, that of other support staff, including reviewing from time-to-time methods of teaching and programmes of work. * Keep up to date with current educational development through the vehicle of IT, reading and research quality professional training opportunities. * Participate in arrangements for training and professional development of other teachers and support staff. * In the case of a newly qualified teacher (NQT) or a recently qualified teacher (RQT), participate in arrangements for mentoring, supervision, and training. * In the case of a teacher who is working through the capability procedure, participate in arrangements for supervision and training. * Advise and co-operate with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and well-being arrangements. * Collaborate and work with colleagues and other relevant professionals within and beyond the school. * Contribute to the development, implementation and evaluation of the school’s policies, practices, and procedures in such a way as to support the school’s values and vision. * Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school. * Participate in arrangements for assessing pupils as required by the local authority and the DfE. * Contribute where appropriate with requests for references for other colleagues. * Participate in governor visits to class and to school and contribute to governing body meetings where appropriate. * Take part in any inspection of the school’s provision including by OFSTED. * Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.   **OTHER DUTIES, RESPONSIBILITIES, AND INFORMATION**   * A teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days on which they may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by their employer or, if the employer so directs, by the head teacher. * A teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work. * Time spent in travelling to or from the place of work shall not count against the 1265 hours. * A teacher shall work such reasonable additional hours as may be needed to enable them to effectively discharge their professional duties. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer. * Each teacher is entitled to not less than 10% of their timetabled teaching time to be taken as planning, preparation, and assessment. * Lead a subject area/working as part of a curriculum team. * Assisting in developing the policies, schemes of work and guidelines in consultation with colleagues. * Assisting in the monitoring of planning for the curriculum areas covered by the team offering help, guidance, and feedback to other members of staff. * Assisting in the monitoring of pupils’ work and assessment records for the curriculum areas. * Assisting in training in the curriculum areas e.g. staff meetings, PADs. * Ordering and organising resources for the curriculum areas. * Involvement in developmental programmes by team teaching and observations of lessons. * Assisting in the writing of an annual action plan for the task team as a contribution to the overall SDP and regularly evaluating its progress.   Any other duties that the Headteacher may from time to time ask the post holder to perform.  **RELATIONSHIPS**  The post holder is responsible to the Headteacher for their teaching duties and responsibilities. The post holder should interact on a professional level with colleagues and seek to establish and maintain productive relationships with them to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school. The post holder will be responsible for the supervision of the work of teaching assistants.  **HEALTH AND SAFETY**  All members of staff have a **duty** under the Health & Safety at Work Act 1974 to:  Take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by his or her acts or omissions.  Employees are also required under the Act to:  Co-operate with his/her employer regarding any requirements imposed on the employer by statutory provisions.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See Paragraph 203 of Supplemental Conditions of Service). | | |
| **Job Description prepared by:** | **Sign:** | **Date:** |
| **Agreed by Postholder:** | **Sign:** | **Date:** |
| **Agreed correct by Headteacher:** | **Sign:** |  |

Mersey Drive Primary School is committed to the safeguarding and wellbeing of all pupils and staff.

As such, all references will be sought, and all appropriate safeguarding checks will be completed.