

## **JOB PROFILE**

<b>JOB TITLE:</b>	Teacher for Key Stage 2
<b>PROJECT:</b>	High Close School
<b>BARNARDO'S REGION:</b>	South East & Anglia
<b>RESPONSIBLE TO:</b>	The Principal through the Primary Lead
<b>SALARY</b>	MPS/UPS + SEN 1

### **SECTION 1**

#### **JOB DESCRIPTION - GENERAL:**

- 1) To carry out the general and specific professional duties of a teacher as required by the current School Teachers' Pay and Conditions Document.
- 2) Within the designated area of responsibility the post holder should demonstrate an awareness and understanding of the social and academic needs of pupils within High Close, working in close consultation with other teaching staff and residential workers to implement the policies of the school to help to achieve its Mission Statement, Aims and Objectives.
- 3) To take responsibility for the learning and achievements of all pupils in assigned groups.
- 4) Ensuring good practice is followed with regard to meeting the academic and social needs of these groups of children.
- 5) To maintain the positive ethos and core values of the school both within and outside the classroom.
- 6) To contribute to constructive team building amongst teaching and non-teaching staff.
- 7) To participate in the evaluation of your own performance within the school's performance management system.
- 8) To ensure that current national standards for school teachers are met.

### **SECTION 2**

#### **PROFESSIONAL TASKS AND RESPONSIBILITIES:**

- The curriculum
- Pupils
- Staff
- Communication and consultation
- Resources
- Professional development (personal)

## **Teaching and Curriculum**

- Plan and teach well-structured learning opportunities to assigned groups, following school's curriculum.
- Ensure that planning, preparation, recording, assessment and reporting meet pupils' varying learning, social and behavioural needs, that it is accurate and productive.
- Prepare, implement and evaluate personalised education programmes for all pupils, according to their needs.
- Set clear targets, based on prior attainment, for pupils' learning and behaviour.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Monitor, assess and maintain appropriate and efficient records on pupils' progress, both academic and behavioural, and use them to inform planning and teaching.
- Report on the development, progress and attainment of pupils.

## **The Pupils**

- Working with school/residential staff, maintain pastoral responsibility for those within their assigned group.
- Prepare, implement and evaluate personalised social and behavioural programmes for pupils, according to their needs.
- Participate in the Pupil Review process as appropriate and as required by the Principal or Deputy Principal.
- Record attendance on a daily basis for a designated group of pupils.
- Through the use of 'base-line' evidence and regular monitoring of progress ensure that pupils make measurable academic progress.
- Contribute to reports and liaise with other professionals and consultants to ensure that individual pupils receive specific help where required.
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, following school policy and applied consistently and fairly.
- Maintain good order and discipline among the pupils and safeguard their health and safety, both when on the school premises and when engaged in authorised school activities elsewhere according to the school's behaviour management policy and Health and Safety procedures.
- Work to Barnardo's Safeguarding and Child Protection policy and procedures.

## **Staff**

- Participate in meetings which relate to the curriculum, organisation or administration of the school, including pastoral and care arrangements.
- Lead, organise and direct the work of designated Learning Support Assistants (LSAs).
- Follow the High Close Staff Code of Conduct and Local Safety Rules.

### **Communication and Consultation**

- Liaise with teachers, LSAs and residential staff in setting targets for pupils' behavioural and social development.
- To liaise with colleagues working at KS3 and KS4, enhancing transition and working collaboratively to ensure the best possible learning experience for all pupils.
- Communicate with pupils in a constructive and facilitative way that involves them in reviewing their progress and develops their self-esteem.
- Communicate and consult on a regular basis through written reports, annual reviews and parents' events with parents and/or those persons who have responsibility for the pupil so that they are kept informed of targets set and academic, behavioural and social progress.
- Communicate both orally and in writing with other professionals in and out of school who contribute to the pupils' overall development and wellbeing.
- Present prepared reports at meetings and Case Conferences as required.

### **Resources**

- Ensure the effective and efficient management and organisation of learning all resources.
- Identify opportunities to develop new resources (within the delegated budget) from a wide range of sources inside and outside the school.
- Use accommodation and resources to create an effective and stimulating environment for teaching and learning.
- Ensure that all resources have been properly risk assessed and are appropriate for use by pupils with emotional and behavioural difficulties.

### **Professional Development (personal)**

- Participate in the school's Performance Management system.
- Contribute to In House training and development sessions.
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues and adding to your personal development folder.
- Attend training courses and in-house Inset as required, to maintain awareness of developments in areas of curriculum and pastoral responsibility. Share information gained with colleagues as required.
- Participate in Behaviour Management Courses (TCI) and take responsibility for practising the techniques taught.
- Keep up to date with current thinking, research and developments in mainstream and special education.

### **HEALTH & SAFETY**

Follow safe systems of work at all times in accordance with your responsibilities as an employee of Barnardo's in line with Health and Safety and Fire policies and procedures. Inform the line manager of any defects in Health and Safety arrangements in the workplace or in workplace activities, so that remedial action can be taken to prevent an accident or ill health.