

# Job Description

**School  
Post Held**

**Bradstow School  
Teacher with Responsibility for a  
National Curriculum Subject Area**

**Salary Scale  
To Whom Responsible**

**DOE  
Head of Department**

## **Aim of the Post**

To be responsible for assessing, planning, monitoring and implementing the Individual Education Programmes and support plans for a class of children who are on the autistic continuum and/or have severe learning difficulties and associated challenging behaviours. To be responsible for managing the support staff within the class and to work as part of a multi-disciplinary team. In addition, the teacher will have school-wide responsibilities that will require them to be lead on curriculum areas. There will also be a requirement to support other teachers in the undertaking of their school-wide duties and responsibilities.

## **Duties Comprise:**

- To nurture and sustain a Culture of Gentleness within the classroom, and support this across the school community.
- To carry out duties as set out in paragraphs 33-36 of the School Teachers Pay and Conditions Document 1987.
- A full teaching commitment except where special arrangements are made to release the teacher.
- To promote the importance of regular reflective practice through the use of video reviews.
- Be responsible for delivering a broad and balanced curriculum, which meets the relevant requirements. Also to take into consideration other curriculum approaches and specialist programmes so that the full needs of the pupils can be met.
- To organise the classroom, its resources, pupil groupings and displays in order to provide a stimulating learning environment.
- To attend reviews and case conferences when required, mainly during school hours, but sometimes out of school hours.
- Become acquainted with the planning and record keeping systems in operation in the school. Keep records accurately and be prepared to submit them for inspection by the Headteacher and Deputy upon request.

- To contribute to the recording of events and progress.
- Direct and co-ordinate the work of support staff in the class or curriculum group.
- To take responsibility where required and subject to mutual agreement for an additional area of curriculum development.
- Liaise with other professionals and support teachers to develop learning programmes for individual pupils and/or groups of pupils.
- Promote good communication with parents via home/school letters, telephone calls and meetings.
- Keep up to date with developments in educational thinking, particularly autism.
- Support the Headteacher in the implementation of all school policies and procedures.
- Take an active part in whole-school development planning and development implementation.
- Carry out duties in relation the above as directed by the Headteacher in line with the compulsory 1265 hours and the professional duties.
- Carry out when requested and by mutual agreement, extraneous duties. For this work, the appropriate pro rata payment will be made.

### **School Wide Responsibilities:**

- Be responsible for a curricular area.
- Be responsible for the development of that area in the school.
- Be responsible for an additional area/activity/process of the school.
- Lead and contribute to good practice development.
- Be responsible for aspects, as appropriate, of the implementation of the school development plan.
- To attend appropriate courses and to disseminate skills learnt to the rest of the staff.
- To undertake additional mutually agreed duties as a result of requirements identified as part of the School Development process.
- Any other duties commensurate with grade as directed by Education Management Team or Headteacher

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description may be amended at any time after discussion with you.*

# Person Specification

## Qualifications and Experience

1. An appropriate teaching qualification.
2. Training, interest and/or experience relevant to working with children with autism and/or severe learning difficulties.

## Skills, Knowledge and Abilities

1. The ability to work flexibly within a collaborative and supportive framework.
2. A broad knowledge of modern strategies for teaching with SEN.
3. The ability to develop a National Curriculum subject area in the school.
4. The ability to use a computer for teaching purposes and also for the planning, preparation and recording of pupils IEPs.
5. Evidence of the ability to work as a member of a class team and to direct support staff as necessary.
6. Knowledge of the curricular needs of pupils with autism and severe learning difficulties.
7. The ability to work flexibly within a collaborative and supportive framework, as part of a multi-disciplinary team.
8. Flexibility in order to respond to the needs of the school in undertaking extraneous duties.
9. A willingness to contribute to the life of the school.
10. An ability to work closely with parents/carers in providing an education that is suitable to the needs of pupils with autism and severe learning difficulties.
11. An understanding of the Council's Equal Opportunities Policy and the ability to apply it to your work with the pupils.

**Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.**

*Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.*