

THE ORCHARDS FEDERATION
JOB DESCRIPTION: Full Time Teacher
Permanent/Temporary



School: Green Fold School
Salary scale: Teachers main pay scale
+ 1 mandatory SEN point
+ 1 discretionary point (for relevant experience /qualifications)

Purpose of Job:

- 1 To teach pupils within the school and to carry out other associated duties as are reasonably assigned by the Executive Head Teacher and Head of Green Fold.
- 2 To share in the corporate responsibility for the well being and discipline of all pupils.
- 3 To take on responsibility as part of a Subject Leader team for leading a specific area of curriculum (negotiable) and to co-ordinate this throughout the school.
- 4 To contribute to the general smooth running and development of the school as a member of the staff team

Applicable Contract Terms and Duties

This job description to be performed in accordance with the attached provisions of the School teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post-holder's title and salary grade. 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 post-holders' individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Relationships:

The post-holder is employed by the Orchards federated Governing Body & Local Authority

The post-holder is responsible to the Executive Head Teacher and Head of Green Fold for his/her teaching duties and responsibilities and for teaching tasks.

The post-holder is responsible for liaison with special needs support services and other outside agencies as appropriate.

The post-holder may be responsible for the supervision of the work of Special Support Assistants and classroom assistants relevant to his/her responsibilities.

Specific Responsibilities:

As a Class Teacher:

- 1 To teach according to their educational needs, pupils assigned to him/her in the allocated class or group with reference to the provisions contained in pupils' statements

- 2 To maintain records and be responsible for the assessment, planning, recording, reporting and reviewing of the school curriculum and ensuring progress for individual pupils/group within your class, in line with school policy.
- 3 To build positive partnerships with parents/carers in line with school policy and to ensure effective communication with them is maintained
- 4 To manage and co-ordinate the work of Teaching Assistants assigned to you under the overall instruction of the Head teacher and Senior Leadership team.
- 5 To liaise with other professionals as appropriate to meet the individual needs of the pupils in your class
- 6 To mark class or group attendance registers and report on pupil attendance record as required
- 7 To control and oversee the appropriate use and storage of classroom resources and teaching materials

As a Subject Leader

Direct focus for development of your subjects will be reflected in your action plans and school development plan. Where your subjects are not a focus in the school development plan you will be expected to maintain the areas. Time will be allocated for developments in your area of responsibility.

- 1 To manage the budget delegated to you by the Governing Body through costed action plans and the School Development Plan.
- 2 To keep detailed accounts of spending and liaise with the school secretary on balance of funds.
- 3 To revise costed action plans during the spring term and as part of a subject leadership team to present these ready for consideration by the Head Teacher and Governing Body in the setting of the school budget.
- 4 To advise and liaise with staff on the effective delivery of your subject area/s, taking into account school, Education Authority and National Policies through personal support and In-service Training.
- 5 To develop your subject area/s throughout the school and to monitor and evaluate the delivery of your subject and associated assessment, planning, recording and reporting procedures in line with school policy.
- 6 To discuss your personal/school training needs with the Head Teacher/CPD co-ordinator (deputy) and incorporate these into school priorities in the School Development Plan.
- 7 To develop an up to date knowledge of your subject area/s through attending relevant courses, personal reading, informal meetings and written documentation.
- 8 To chair meetings concerned with your subject area/s if or when required.

Subject Leader time is allocated as required with the priority being for those Subject Leaders whose subjects are identified on the SIP

Curriculum Development Time is made available for the following purposes:

- 1 To monitor the delivery of your subject area/s to ensure continuity, progression and differentiation.
- 2 To be responsible for the maintenance, organisation and expansion of curriculum resources throughout the school and to create maximum access to these resources bearing in mind equal opportunities.
- 3 To highlight good practise in school and to offer advice in the planning and implementation of the subject area/s, including the effectiveness of resources.
- 4 To keep abreast of developments and statutory requirements in the National Curriculum and to enhance awareness of the subject area/s through relevant articles, periodicals etc; and to communicate any relevant information effectively.
- 5 To visit other schools where good practise in your subject/s or management areas has already been established

At the discretion of the Head of Green Fold you may negotiate time with her when you will be allowed to work off site. It is expected that this will form part of your action plan and will be recorded in the curriculum time diary.

Other

Elements of this Job Description may be re-negotiated at the request of yourself or the Head teacher but in any event will be reviewed annually as part of the Performance Management system

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GREEN FOLD SCHOOL – Person Specification
Class Teacher – Full time

Teachers Main Pay scale + 1 SEN point (Mandatory)
+ 1 possible SEN point (discretionary – experience/qualifications)

CRITERIA	E -Essential D -Desirable	EVIDENCE.
<i>* Applies only to the 0.5 part time post* all other attributes are generic to both posts</i>		
Qualifications		
Qualified teacher status	E	A/L
SEN additional qualification	D	A/L
Experience		
Recent experience delivering National curriculum	E	L/I/R
Recent experience of working with pupils with SEN	D	L/I/R
Some experience of working with pupils with SLD/PMLD/ASD	D	L/I/R
Knowledge/Skills/Abilities		
High standard of classroom practice	E	I/R
Knowledge of the Code of Practice for SEN	E	L/I
Good communication skills	E	A/L/I
Ability to work in team situations	E	I/R
Proven & successful teaching experience	E	L/I/R
Excellent planning skills	E	I/R
Positive views on inclusion	E	A/I
Experience/Involvement in		
Curriculum planning and development	E	A/I
Resource management	D	I
Directing and co-ordinating the work of others	D	I
Physical		
Good health & attendance record	E	A/R
Special Requirements		
Ability to work with parents & other professionals	E	I/R
Calm approach in challenging situations	E	L/I/R
Sense of humour	E	I/R
Willingness to work within all the policies of the school	E	I/R
Good application including philosophy	E	I/R
Satisfactory police clearance/medical check	E	A/L

Evidence Key:

A – Application Form in INSET
L - Letter
I – Interview
R – Reference

'Recent' should refer to the last two years
'Relevant' includes time as a participant