



**Bleasdale
School**

Learning Together / Achieving Together

JOB DESCRIPTION – UPPER SCALE TEACHER
Bleasdale School Silverdale

Job Title **Class Teacher –**

Additional Points

1 mandatory allowance for teaching pupils with special needs.

Notes

- (i) The duties and responsibilities of the post are subject to those detailed in the current Teachers Pay and Conditions Document, and will be undertaken within directed time as detailed.
- (ii) This Job Description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the postholder.

AIMS	OBJECTIVES
SEN general	<ol style="list-style-type: none">1. Uphold the structures within the school including pastoral care issues, behaviour management system and discipline to ensure consistency of approach.2. Be aware of health and safety requirements and safeguarding pupils when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.3. Build up appropriate resources and materials for delivering curriculum subjects taught.4. Develop and use teaching methods appropriate for pupils with Profound and Multiple Learning Difficulties and associate Complex Needs5. Differentiate accordingly to meet pupil needs.6. Promote general progress and well being of individual pupils and of any assigned class or group.7. Be prepared to train in moving and handling techniques
Delivery	<ol style="list-style-type: none">1. Planning, preparing and delivering lessons.2. Curriculum planning – short term, medium term and long term.3. Update, develop and review relevant schemes of work.4. Setting appropriate homework activities5. Assessment, recording and reporting on the development, progress and attainment of pupils.6. Make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform teaching and learning planning.7. Write high quality and informative annual reports to parents/carers and direct support staff in the collation process.

	<ol style="list-style-type: none"> 8. Review methods of teaching and programmes of work. 9. .Work closely with the residential team on pupil related issues. 10. Be responsible for displays of work in the classroom. 11. Advising head teacher and other staff with subject development. 12. To use Planning, Preparation and Assessment (PPA) time effectively.. At least 10% of timetabled time will be designated as PPA time
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Management	<ol style="list-style-type: none"> 1. Assist in managing curriculum budgets in liaison with Subject Leaders. 2. Plan for and organise support assistants appropriately. 3. Take part as required in the review, development and management of activities re: curriculum, organisation and pastoral functions of the school. 4. Take on the role of Subject Leader for agreed areas of the curriculum (where applicable) 5. Use the allocated PPA time to plan effective lessons which have clear learning aims, objectives and learning outcomes, and lesson content and appropriately structured subject matter that matches the needs of the pupils. Lesson time and resources should be used effectively
Co-ordination	<ol style="list-style-type: none"> 1. Work with other staff on joint school functions i.e. school improvement plan, behaviour management systems, issues, policy formulation etc. 2. Review and develop I.E.P's and other targets in conjunction with other staff. 3. Responsibility for co-ordination of external exams and moderation if applicable. 4. Contribute to School Improvement Plan. 5. Liaise with residential staff in order to enhance the 24 hour curriculum.
Relationships	<ol style="list-style-type: none"> 1. Develop positive relationships with pupils and their parents / carers. 2. Work supportively with Headteacher, Senior Leadership Team and other staff. 3. Promote positive relationships with multi-disciplinary agencies such as Physiotherapists, Occupational therapists, Speech and Language Therapists and Medical staff. 4. Work co-operatively with colleagues from other schools.
Curricular Knowledge and understanding	<ol style="list-style-type: none"> 1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for all relevant areas of the Curriculum. 2. Have a good knowledge of any other statutory requirements related to the pupils' education or welfare, including the <i>Every Child Matters</i> agenda 3. Keep up to date with research and developments in pedagogy and curriculum content .
Administration	<ol style="list-style-type: none"> 1. Be responsible for organisation of the classroom, including storage of resources. 2. Take registration of pupils morning and afternoon. 3. Order subject resources. 4. Attend, plan and deliver some assemblies. 5. Prepare for and attend parents evenings to report on pupil progress. 6. Administer & record assessment procedures as appropriate. 7. Attend regular meetings as required which relate to curriculum, administration or organisation of the school and pupils. 8. Keep appropriate and current records on pupils.

	9. Write reports, assessments and references on individual pupil progress for Annual Reviews / parents evenings and as required.
Training Professional Development	/ 1. Attend and participate in 5 INSET days or equivalent. 2. Attend appropriate external courses and feedback relevant information to staff. 3. Participate in performance management process including observation of a lesson & feedback from observer. 4. Keep professional practice up to date by searching for and receiving information about new ideas in teaching in general and SEN in particular.