

JOB OUTLINE

JOB TITLE: Teacher

GRADE: Main Pay Scale (plus SEN points 1 or 2 as appropriate)

LOCATION: West Lancashire Community High School

RESPONSIBLE TO: Headteacher/Deputy/Department Lead

STAFF RESPONSIBLE FOR: Teaching Assistants and HLTAs

PURPOSE: To be responsible for a class including development and delivery of teaching and learning.
Responsible for subject leadership

DUTIES: The duties outlined in this description are in addition to those covered by the latest School Teachers' Pay and conditions document. It may be modified by the Headteacher with agreement to reflect or anticipate changes to the post, commensurate with the salary and job title.

TEACHING AND LEARNING

- Identify and adopt the most effective teaching approaches for students with an increasingly wide range of SEN
- Monitor teaching and learning activities and adjust these to meet the needs of students in this school both currently and in the future
- Liaise with colleagues to deliver units of work in a collaborative way
- Direct Teaching Assistants and HLTAs to ensure the best teaching and learning experiences for our students in subjects and life skills
- Set and monitor targets for student achievement levels
- Set work for students, including those absent from school (eg long term hospitalisation)
- Demonstrate good practice in the teaching areas of responsibility and attend appropriate in-service training

ASSESSING, MONITORING AND REPORTING

- Assess, record and monitor students' work and set targets
- Incorporate core subject targets for individuals into planning for all teaching
- Observe teaching of the lead subject on occasions by colleagues
- Assist colleagues with planning and assessment of the lead subject, developing records/assessment sheets/portfolios of evidence
- Provide assessment reports to monitor student's progress towards targets
- Ensure that the school follows statutory and school advice regarding the teaching of the subject

STANDARDS AND QUALITY ASSURANCE

- Support the aims and ethos of the school
- Support the school's aim in promoting the positive profile of SEN, within the wider community
- Support and contribute to positive links with other schools and agencies.

- Set a good example to the school community in terms of dress, punctuality, conduct and attendance
- Participate in, and contribute to, staff training and development, as a whole school, departmental or subject group

OTHER DUTIES AND RESPONSIBILITIES

- To ensure the development of subject(s) within their responsibility by synthesising all subject tracking, producing an annual report and identifying progress through the School Development Plan.
- Undertake personal reading to keep up to date with current issues, developments and new resources
- Liaise with parents, professionals and other members of the school community as appropriate and attend consultation evenings
- Work with the Code of Practice relating to Special Educational Needs
- Attend and participate in school activities
- Undertake other duties in line with the role, as appropriate.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

