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| **Post title:** | KS1/2 Teacher (PPA) |
| **Salary and grade:** | Main pay scale /Upper Pay Scale  With SEN Allowance £2,679 |
| **Line manager/s:** | The Head Teacher, members of the Leadership Team and the Committee |
| **Supervisory responsibility:**  **Areas of Responsibility:** | The post holder will be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities.  To be decided.  Please state skills and strengths in letter. |

# Main purpose of the job:

* Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
* To work with other education establishments to prevent exclusions and promote inclusion.
* Be responsible and accountable for achieving the highest possible standards in work and conduct.
* Treat pupils with dignity, building relationships rooted in mutual respect and, at all times, observe proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners. parents/carers, management committee, other staff and external agencies in the best interests of pupils.
* Act within the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

# Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [*School Teachers Pay and Conditions* *Document*](https://www.education.gov.uk/publications/)*.* Teachers should also have due regard to the Teacher Standards (2016). Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

## Teaching

* Deliver a highly differentiated curriculum as relevant to the age and ability group/subject/s that you teach.
* Be responsible for the preparation and development of teaching materials, teaching programmes and intervention programmes as appropriate.
* Be accountable for the attainment, progress and outcomes of pupils you teach.
* Be aware of pupils’ capabilities and their prior knowledge, planning teaching and differentiating appropriately to build on these, demonstrating knowledge and understanding of how pupils learn.
* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
* Ensure a clear understanding of emotional, social and behavioural development.
* Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the correct use of spoken English.
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment.
* Make accurate and productive use of assessment to secure pupils’ progress.
* Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
* Use relevant data to monitor progress, set targets, and plan subsequent lessons.
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
* Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions* *Document.*

## Behaviour and Safety

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and ensure the consistent application of the schools positive behaviour policy alongside using a range of positive strategies, using praise, sanctions and rewards consistently and fairly.
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils.
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
* Have high expectations of behaviour, promoting self-control and independence of all learners.
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document.*
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

## Special Educational Needs Responsibilities

**In first instance (during induction) to liaise with SENCO in order to** …

* To establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all pupils.
* To use assessment and other data effectively to identify pupils who are underachieving in any subject and, where necessary, create and implement effective plans for action to support those pupils, including Statutory Assessment, where appropriate.
* To write and evaluate half termly detailed Individual Education plans with SMART targets for all pupils within your class.
* To *liaise with the SENCo* in order to provide sufficient information for reports as required by the headteacher / external agencies e.g. to support Statutory Assessment, medical appointments etc.
* To plan/ deliver / deploy others to ensure pupils received targeted provision in order to support their special educational needs and securing good progress. (Using a range of wave 2/3 interventions, social skills groups, strategies and programmes to support emotional and behavioural development).
* To *liaise with the SENCo* write termly reports on all pupils and submit them to the Educational Review Meetings.
* To liaise with parents and professionals providing key information on a child’s development.
* To develop the skills in order to provide support and guidance, where appropriate to mainstream schools and other agencies and providers working on supporting pupils with social, emotional and behavioural difficulties and in order to prevent exclusions.
* To keep up to date with SEN knowledge, skills and updated training, guidance, and legislation.

**Subject Leadership Responsibilities**

* Be responsible for agreed curriculum (and other) areas within school.
* To support staff, promote high expectations and ensure teachers are planning, delivering the appropriate curriculums for your subject areas.
* In line with curriculum developments write, maintain and disseminate policies, subject action plans and schemes of work for agreed subjects.
* To monitor planning, in conjunction with class teachers, to ensure curriculum balance, coverage and progression within subjects.
* To contribute to evaluation procedures to establish the effectiveness of delivery.
* As required provide reports to the appropriate committee.
* To complete appropriate training and disseminate to staff in school and as part of outreach work.
* To maintain any required inventories for agreed subjects and identify resource needs to the head teacher.
* To contribute to maintaining proper health and safety provision.
* Lead and implement developments within the agreed subject areas.

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and daily meeting.
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
* Ensure that colleagues working with you are appropriately involved in supporting learning, understand and carry out the roles they are expected to fulfil.
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
* Cover for absent colleagues within the remit of the current *School Teachers’ Pay and Conditions* document.

## Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships.
* Manage and collaborate with support staff effectively as appropriate.
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate.
* Communicate and co-operate with relevant external bodies.
* Make a positive contribution to the wider life and ethos of the school.

### Administration

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
* Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions* *Document.*

#### Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues.
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
* Proactively participate with arrangements made in accordance with the Appraisal Regulations 2013.

**Other**

* To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
* Perform any reasonable duties as requested by the Headteacher.

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.