



JOB TITLE: TEACHER

REPORTS TO: SCHOOL PRINCIPAL

HOURS: 41HRS 55MINS PER WEEK (8.20 – 5.20 M/T/W/T 8.20 – 4.45 F)

WEEKS: 40 WEEKS PER YEAR

SALARY: TO BE DISCUSSED AT INTERVIEW

REQUIREMENTS OF POST	
Teaching	<p>Take responsibility for implementation of full range of high quality lessons across all subject areas.</p> <p>Ensure thorough planning for all subject areas is completed according to requirements (long term, medium term and lesson plans) including appropriate differentiation for individual pupils.</p> <p>Mark and assess pupils' work regularly, providing feedback to pupils on progress and to ensure appropriate tracking of pupils' progress.</p> <p>Ensure daily timetable is implemented and followed within class, adhering to scheduled times as per timetable.</p> <p>Ensure implementation of consistent behavioural strategy during all lessons, as directed by the school's ABA Supervisors.</p> <p>Ensure pupils' individual targets are reinforced according to agreed strategy.</p>
IEPs	<p>Participate in baseline assessment of any new pupils using appropriate assessment system across relevant subjects.</p> <p>Ensure each child's assessment systems are kept up to date.</p> <p>Ensure that each child's IEP is reviewed and updated termly.</p> <p>Liaise with ABA Supervisor over setting of IEP targets.</p>
Curriculum	<p>Co-ordinate curriculum areas for specified subjects and age ranges of pupils.</p> <p>Participate in ongoing curriculum development, as required.</p>

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All successful applicants will be required to complete an enhanced DBS check which must be maintained throughout the period of employment

	Direct and oversee staff in preparation of resources and activities for Theme days.
Data Collection	Ensure staff are collecting daily data (e.g. behaviour data) as required. Ensure that all formative and summative assessments are kept up to date.
Leadership & Management	Provide guidance and support to staff in working with pupils in their lessons. Work together the with ABA Supervisor team to ensure implementation of daily staff rota, including break and lunch duties. Organise staff on a daily basis if changes required to normal rota. Lead staff meeting, where required. Deliver staff training, as required. Work together the with ABA Supervisor team on whole school development actions. Work together the with ABA Supervisor team on whole school Self-evaluation process, including monitoring meetings with school improvement partner, as required. Participate in any further training and assume leadership roles, as requested by the school, for example in First Aid, Team Teach, Health & Safety.
Pupil Admissions	Provide educational assessments and other input as part of the admissions process, where required.
Parental Needs / Feedback / Information	Ensure that contact books are read and written daily, as required for individual pupils. Liaise with parents to address any areas for concern. Contribute to writing of pupil reports and Annual Reviews as required. Discuss pupil progress with parents as required, and formally at annual parent meetings and Annual Reviews.
Issue Management & Resolution	Ensure all issues raised by parents are acknowledged, recorded and resolved as quickly as possible. Implement issue log.
Classroom	Manage classroom resources within the agreed budget

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Resources	
School Policies Implementation	<p>Ensure all School policies are implemented and followed at all times.</p> <p>Ensure all documentation is completed correctly and in a timely manner, for example, Incident forms.</p>
Improvement	Input to review and development of school policies and procedures.
Values	Live the School's agreed values and be a role model for the rest of the staff team.
PERSONAL SPECIFICATIONS	
Personal Specification	<ul style="list-style-type: none"> • Post holder must have a teaching qualification • Post holder must be reliable, hardworking, and enthusiastic and demonstrate a professional positive attitude at all times • Demonstrates role model behaviour • Demonstrates leadership skills • Ability to manage staff effectively • Ability to deliver training to staff • Be highly motivated • Relish challenge • Be a team player • Show initiative • Be trustworthy
Skills, Experience and Qualifications	<ul style="list-style-type: none"> • Proven experience as a teacher • Experience of preparing and organising teaching materials • Experience of collecting qualitative and quantitative data • Experience of working as part of a team • Experience of working in a position that requires the person to show initiative • Good social and communication skills

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