Wessex Lodge School

JOB DESCRIPTION

JOB DESCRIPTION: QUALIFIED TEACHER

RESPONSIBLE TO: HEADTEACHER

DISCLOSURE LEVEL: ENHANCED

AIMS OF JOB

To provide the highest quality of education, care and preparation for life for all students in the school.

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students with support from teaching staff
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment and behaviour
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To undertake SENCO responsibilities and lead in the delivery of Science and PSHE curriculum areas

Duties & Responsibilities:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Main Responsibilities as a Subject Teacher

- To participate with the SMT and other colleagues in the development of appropriate syllabuses, materials, schemes of work and lesson plans, which should engage, stimulate and challenge students of all abilities, and should cater for all learning styles. This may include taking responsibility for particular courses
- To ensure that all lessons are planned, prepared and delivered with clear differentiation to cater for students of all abilities and backgrounds whilst ensuring individual student progress
- To share in the preparation and delivery of SMSC elements in all lessons across the curriculum
- Employ a variety of interactive teaching methods appropriate to the age and ability of each individual student to promote a love of learning and children's intellectual curiosity
- Impart knowledge and develop understanding through effective use of lesson time
- To maintain an up to date knowledge of the subject, and utilise a range of teaching methods in line with currently acknowledged best practice

Wessex Lodge School

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy and the correct use of standard English, whatever the teacher's specialist subject reflect systematically on the effectiveness of lessons and approaches to teaching
- To take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired on a regular basis according to the school homework policy
- To use directed time to actively contribute to the wider life of the school by organising and running appropriate extra-curricular activities
- To fully incorporate the teaching of skills including literacy, mathematics and communication into subject delivery.

Management and assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- To take responsibility for particular aspects of the subject(s) in consultation with the Head
- Use relevant data to monitor progress, set targets and plan subsequent lessons
- Be accountable for students attainment, progress and outcomes
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- To register each class using the electronic registration system or paper system according to school procedures.
- To take responsibility for the safe keeping of the electronic folder or laptop used for registration etc.
- To keep appropriate records and to complete assessments and profiles of students as required by whole-school policy.
- To maintain the allocated teaching areas to ensure that they are conducive to a stimulating and exciting learning experience.
- To monitor and control the use and storage of teaching materials, books and equipment.
- To supervise the use and care of the School fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations.

Communications and Meetings

- Communicate effectively with parents with regard to pupils' achievements and well-being;
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support;
- To alert Head and SMT and other staff to problems arising with individual students in accordance with whole-school policies;
- To participate actively in meetings with colleagues and parents;
- To attend INSET sessions and working parties related to new initiatives in teaching and learning.

Finance

- To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying resources to the maximum benefit of the students;
- To ensure that equipment, books and premises are maintained in accordance with school policies.

4 GENERAL DUTIES

- To adhere to the policies and procedures of the School.
- To share in the corporate responsibility for the development and well-being of all students.
- To share in the corporate responsibility for the development of E Learning, the innovative use of ICT and school activities as laid out in ELC handbook.

Wessex Lodge School

- Make a positive contribution to the wider life and ethos of the school;
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff
- To take a pro-active part in the school's performance management system, both as a reviewer and reviewee, with the ultimate aim of improving standards of teaching and learning in the school.
- To take reasonable care of one's own health and safety and that of others and inform the Facilities Manager of any concerns with regard to health and safety.

5 ETHOS

Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which teaching staff make a significant contribution.

PERSON SPECIFICATION

Candidates will be assessed against the following:

Essential Skills, Knowledge and Qualifications

- Qualified Teacher Status;
- Degree in relevant subject area;
- To aspire to be an outstanding classroom practitioner;
- Strong current subject knowledge;
- A positive disposition;
- A willingness to develop excellent ICT skills;
- An effective communicator with exceptional interpersonal skill.

Desirable Skills, Knowledge and Qualities

- A proven track record of examination success
- Influencing and negotiation skills

Wessex Lodge School

PERSONAL SPECIFICATION - TEACHER

Please note: The Person Specification is a picture of the education, knowledge, skills and experience to carry out the job. The successful candidate must satisfy all of the essential criteria. Short listing will be in the basis of the criteria indicated by the 'Application Form' in the Evidence column.

Requirements	Essential	Desirable	Evidence
Qualifications / Education / Other			
PGCE/DEGREE in EDUCATION			Application Form / Certificates
Qualifications linked to working with children with SEN			Application Form / Certificates
Professional Development Experience			
Evidence of further training in SEN			Application Form / Interview
Evidence of developing courses			Application Form / Interview
Successful instruction of pupils with EBD/ASD/SLD/MLD			Application Form / Interview
Experience of working with children having SEN			Application Form / Interview
Experience of OFSTED process			Application Form / Interview

Wessex Lodge School

Successful OFSTED / observational experience			Application Form / Interview
Knowledge / Skills			
Evidence of ability to lead a group			Interview/References
ICT Literate			Application Form
Evidence of having influenced the quality of learning, in present establishment			Application Form / Interview
Skilled in conflict resolution / counselling			Application Form / Interview
Contribute to the writing and implementation of IEP's and IBP's			Interview
Ability to drive and have the use of a vehicle			Certificates
Understanding and knowledge of approaches to a variety of positive behaviour management.			Interview
Personal Qualities			
Empathy with children / parents who are experiencing difficulties.			Interview
Flexible approach to people and situations			Interview

Wessex Lodge School

A keenness for further professional development		☐	Interview
Interests / Motivation relevant to the post			
Willingness to work in close partnership with staff, parents and other professionals.	☑		Interview
Interests other than education		☐	Interview
Ability to contribute to extra-curricular activities		☐	Interview
Commitment			
Commitment to the school, pupils and parents	☑		Interview

Wessex Lodge School

Commitment to the school's Equality Policy and a willingness to promote the ethos of the school			Interview