

## **JOB DESCRIPTION**

**NAME:**

**POST:       Assistant SEND Lead and Class Teacher**

### **1. Job Purpose & Objectives**

1.1 The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document. The post holder will be expected to manage all aspects of their role within the overall aims of the Ambitions Academies Trust, and establish and maintain the highest quality teaching and learning.

### **2. Main Duties & Responsibilities**

#### **Teaching**

2.1. Responsible for the education and welfare of designated classes/groups of pupils at the direction

of the SLT, in accordance with the requirements of the Conditions of Employment of School Teachers. To have due regard for the requirements of the National Curriculum, this Academy's aims, objectives and schemes of work and the policies drawn up by Ambitions Advisory Committee (AAC), as well as contributing to the ethos of the Academy.

2.2. Plan and prepare courses and lessons as required, following the school curriculum.

2.3. Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere.

2.4. Assess, record and report on the development, progress and attainment of pupils where appropriate.

2.5. Supporting all aspects of SEND and inclusion at the academy.

2.6. Assist and lead colleagues to achieve the highest standards in SEND and inclusion provision.

2.7. Use experience and training to proactively enhance the SEND and inclusion offer at the academy.

#### **Other Activities**

2.8. Promote the general progress and well-being of individual pupils and any class or group assigned.

- 2.9. Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary (including further education and future careers).
- 2.10. Communicate and consult with the parents of pupils and with AAC.
- 2.11. Communicate and co-operate with persons or bodies outside the Academy where appropriate.
- 2.12. Participate in meetings arranged for any of the purposes described above.
- 2.13. Participate in arrangements made for the appraisal of performance for yourself and that of other teachers.
- 2.14. Perform particular duties as may be reasonably assigned to you by the Principal / Vice Principal from time to time.

### **Assessments and Reports**

- 2.15. Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups where appropriate.

### **Professional Development**

- 2.16. Review, from time to time, your methods of teaching and programmes of work with the Academy's Principal and/or Vice Principal.
- 2.17. Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and at staff meetings.
- 2.18. In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training

### **Educational Methods**

- 2.19. Advise and co-operate with the Principal, Vice Principal, Assistant Vice Principal and other teachers (or any one or more of them) in preparing and developing whole school courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health and Safety**

- 2.20. Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.
- 2.21. Safeguard the pupils' and your own safety, both when authorised to be on the Campus premises and when you are engaged in authorised Academy activities elsewhere.

### **Staff Meetings**

- 2.22. Participate in meetings, including preparation and delivery of reports, at the Campus which relate to the curriculum or to administration and organisation, including pastoral arrangements.

### **Cover**

- 2.23. Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them.

### **External Examinations**

- 2.24. Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conducting such examinations.

### **Management**

- 2.25. Contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods.
- 2.26. Assist the Principal in carrying out threshold assessments of other teachers for whom you have management responsibilities.
- 2.27. Co-ordinate or manage the work of other staff.
- 2.28. Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

### **Administration**

- 2.29. Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the Academy.
- 2.30. Attend assemblies and/or acts of corporate school worship, as required.
- 2.31. Mark form registers, ensuring absences or lateness are noted and appropriate action taken where there are concerns.
- 2.32. Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.
- 2.33. Comply with all Academy policies.
- 2.34. Comply with data protection legislation and expectations of confidentiality.

### **3. Career/Salary Progression linked to this post**

In accordance with the provision of the Performance Management Policy and Pay Policy there will be an annual review of the performance of the teacher taking into account the performance management objectives.

The outcomes of the annual performance management review will be considered and may inform the pay review.

### **4. Additional Information**

All staff are allocated to a place of work, however, Tregonwell Academy reserves the right to require staff to support the needs of our pupils throughout the Academy as appropriate and also subject to the

needs of the Academy in consultation with the post holder. This may involve re-location. This is not anticipated to be frequent or indeed regular but you should be aware of this requirement. You will, of course, be supported by other members of staff.

This clause does not apply if you were employed prior to the establishment of the Federation on 1<sup>st</sup> April, 2006.

**ARRANGEMENTS FOR PERFORMANCE MANAGEMENT**

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined on the job description.

The Teacher will be provided with induction support covering the basics of the job and the context of the work. If appropriate this may be followed by attendance at a structured formal induction course.

The Teacher will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The Performance Management meeting will evaluate achievements agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

**NOTES**

*The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing needs of the School.*

*This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or his/her representative.*

**Post Holder:** ..... **Date** .....

**Principal:** ..... **Date** .....

**THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974**

**Nigel Bowes Academy is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful application's background credentials, including enhanced DBS checks.**