

Park House School
Teacher
Job Description

Title and Grade of Post

Park House School (PHS) Teacher Scale 1-6

Purpose of the Job

To manage and teach pupils within PHS and to carry out such other associated and responsibility duties as are reasonably assigned by the Senior Management Team.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the PHS contract within the range of duties set out in that document. The post is subject to the agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

Relationships

The post-holder is responsible to the Principal for his/her teaching and management duties and responsibilities.

Particular Responsibilities

The particular responsibilities attaching to the post of Teacher are as follows:

- To lead by example, providing inspiration and motivation for pupils, staff, parents and Management Committee within the vision, purpose and ethos of the school.
- To provide quality teaching, rated good or better, to groups and where necessary/appropriate to individuals through 1:1 teaching, matched to the educational needs of the pupils assigned to him/her at any given time.
- To plan and manage significant transitions for pupils they have delegated responsibility for, in conjunction with the Principal and other Professional staff.
- To maintain the security and well-being of all pupils at all times.
- To ensure all pupils and staff work in a safe and inclusive environment, raising any concerns they cannot manage or rectify themselves with the Principal or Deputy Head.
- To promote equal opportunities within PHS, ensuring the implementation of PHS's equal opportunities policy.
- To maintain good behaviour in accordance with the behaviour policy of PHS.
- To supervise and oversee the work of keyworkers allocated to the pupils they have delegated responsibility for.
- To arrange any necessary cover required because of training or sickness for themselves and the staff they have responsibility for, liaising with other senior staff to ensure the welfare of the pupils they have responsibility for is not compromised.
- To hold responsibility for one or more major areas of the school's curriculum as determined and agreed during their annual Personal Development Review (PDR) and the school's needs.

- To contribute positively to any, and all, meetings, discussions and management systems necessary to co-ordinate the work of PHS as a whole.
- To adhere, and ensure adherence, at all times to the policies and procedures of PHS.
- To take on the responsibilities outlined in the key task section.

Key Tasks

The key tasks attaching to the post of Teacher to be completed in accordance with all current PHS policies:

Teaching and Learning

- To provide a minimum of 75% group and/or 1:1 teaching according to the educational needs of their allocated pupils
- To complete medium term and short term planning as per the school policy for all lessons taught and ensure that these are available to the Principal for inspection and performance management purposes.
- To provide detailed lesson plans for all teaching sessions being led by keyworkers whom they have delegated responsibility for.
- To mark all pupil work in a timely and constructive manner in accordance with the PHS Marking Policy.
- To assess pupil achievements and progress in February and July each year and evidence this accurately in accordance with the Pupil Progress Policy.
- To maintain accurate records of pupil progress, entering these into each child's Progress Folder.
- To actively participate in regular meetings with the other qualified teachers at PHS.
- To prepare and present an annual written report of all areas of responsibility for The Principal

Managing Staff

- To undertake termly keyworker observations.
- To provide appropriate support and guidance for all keyworkers.
- To actively participate in weekly staff meetings.

Managing Pupils' SEN

- To determine, in conjunction with the multi-disciplinary team (MDT), short (annual), medium (Key Stage) and long-term (by the end of their schooling at PHS), expectations and aspirations for each pupil they have delegated responsibility for.
- To consult regularly (i.e. at least once a term) with all staff working with each child they have delegated responsibility for, on pupils' progress
- To be responsible for evaluating termly Individual Education Plan's (IEP's).
- To be responsible for preparing for, holding appropriate relevant MDT meetings and To write, implement, monitor and evaluate each individual pupil's achievements against their IEP following consultation with all staff working with that pupil.
- To seek any necessary advice and then action it, where a pupil is not achieving the expected progress towards annual expectations or specific targets set within their IEP/Statement/EHCP
- To make timely referrals to PHS Therapy Service for assessment, progress reports and advice.

Working with Parents

- To ensure daily home/school communications are maintained
- To participate in (minimum) termly parent – teacher meetings of the pupils they have delegated responsibility for (usually these will be SEN Review meetings)
- To provide an annual written report to parents on the progress of pupils they have delegated responsibility for.

Professional development

- To keep up to date with developments in all aspects of their curriculum responsibilities
- To continuously develop their knowledge of autistic spectrum disorders including the effect upon individuals and their families.
- To engage positively with the PDR process and agree relevant and appropriate targets with their line manager.
- To attend all management performance meetings as required and complete all targets set within the given timescale.
- To organise and lead appropriate training for all staff for 1 day each year as agreed with the Principal
- To undertake any other relevant professional development in areas that could affect pupils within the school

Miscellaneous Tasks

- To work in collaboration with all staff at PHS to ensure PHS is best prepared for Inspection by ISI.
- To undertake any such additional tasks as reasonably directed by The Principal and/or the Management Committee.