



Job Description & Person Specification

Job Title:	Teacher
Service / Provision:	Westlea Primary School
Job Family:	Teaching & Learning
Line Manager:	Headteacher
Salary Band:	MPS - UPS
Annex	Please ensure you refer to Annex 1 with this Job Description

To teach children and young people (CYP) within the Education Provision (EP) while leading and managing a team of classroom assistants effectively. To be involved in EP development work through membership of a designated curriculum group and carry out other such associated duties as are reasonably assigned by the Headteacher (HT).

The job description is to be performed in accordance with the provisions of the School Teachers pay and Conditions of Service Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the burgundy book) and to locally agreed conditions of employment.

Key accountabilities, duties and responsibilities

Leadership & Management

- To provide examples of good and outstanding teaching practice; including preparation and planning, classroom management and the maintenance of effective working relationships with CYP and colleagues
- To organise the effective deployment and direction of teaching assistants, within the classroom and support the development of an effective team
- To implement agreed EP policies and guidance
- To support the School Improvement Plan and contribute to the strategic vision of the HT and Governors
- To participate in meetings which relate to the EP's management, curriculum, administration or organisation
- To communicate and co-operate with specialists from outside agencies to provide an effective multi-agency service and prepare reports on the needs of individual CYP as requested
- To participate in the performance management system for the appraisal of their own performance, or that of other teachers and teaching assistants

Achievement and Assessment of CYP

- To set and evaluate individual termly targets and to maintain records of achievement for CYP, in consultation with colleagues
- To provide reports and assessments for CYP in accordance with school policy and for a range of audiences, including a detailed report prior to their annual review
- To ensure that effective communication is maintained with parents/carers about their CYP's welfare, progress and participation in our EP community

Quality of Teaching

- To provide a stimulating classroom environment, where resources can be accessed appropriately by all CYP



Behaviour, Safety and Care of CYP

- Support strategies which promote high standards of behaviour
- Promote and safeguard the safety and welfare of all CYP
- To maintain a safe and secure environment for CYP, in accordance with the EP's behaviour policy

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • Have Qualified Teacher Status 	<ul style="list-style-type: none"> • Further SEN Qualifications e.g. PECs, TEACCH
Knowledge & Experience	<ul style="list-style-type: none"> • Appropriate experience as a class teacher. • Experience of setting targets and monitoring performance in order to raise CYP achievement • Experience in using IEPs and carrying out CYP assessments • Experience of working as a part of a team • Understanding of Special Educational Needs 	<ul style="list-style-type: none"> • Experience of teaching a wide range of SEN CYP (in both age and ability) • Experience of P Levels and the coordination of a specific subject
Skills & Abilities	<ul style="list-style-type: none"> • Knowledge & understanding of SEN issues. • Good ICT Skills • Ability to use ICT to promote learning 	<ul style="list-style-type: none"> • Experience of developments relating to assessment of relevant CYP groups • Knowledge of differing teaching and learning styles