

JOB DESCRIPTION

Post: Supply Teacher

Grade: MPS + 1 SEN Point

Contracted hours per week: Zero

JOB PURPOSE

- to teach children with special educational needs.
- as a class teacher, to undertake related pastoral and administrative duties
- to understand and incorporate the Social & Emotional Aspects of Learning (SEAL) in day to day provision.

MAIN DUTIES AND RESPONSIBILITIES

- to be responsible for the welfare and discipline of a class of children within the appropriate Key Stage, and to liaise with the Head of Department.
- to undertake a teaching timetable as required by the Deputy Headteacher.
- to deploy appropriately, staff allocated to classroom (i.e. LSWs, students, etc).
- to liaise with parents as necessary, including using home-school books where appropriate, to deliver accredited courses as appropriate, prepare students for external assignments/exams, and collate and present work for moderation/assessment.
- to participate in whole school and Key Stage events.
- to undertake training as required.
- to report any safeguarding issues to the Deputy Headteacher
- to report any Health and Safety issues or concerns to the Business Manager or Site Manager.
- to undertake other responsibilities specific to the post.

This job description outlines duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time appropriately, and have regard to clause 36 (1)f of a Teacher's Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake such other tasks appropriate to the level of appointment as the Deputy Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

QUALIFICATIONS/EXPERIENCE

QTS

SUPERVISION RECEIVED

Deputy Headteacher and Heads of Department

PRINCIPAL CONTACTS

Pupils, Parents, Headteacher, other Teachers and LSWs, other professional groups.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of Gloucestershire County Council's equal opportunity objectives, and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION – Teacher

Essential requirements:

- qualified teacher status (incl.NQTs)
- recent & relevant training
- experience of the education of children with SEN
- effective communicator
- ability to see the 'whole' child, including curriculum and social aspects, and to devise ways of ensuring this approach
- commitment to the education of pupils with a wide range of learning and associated difficulties, within the special school environment
- ability to effectively deploy and liaise with classroom support staff
- commitment to working in partnership with staff, pupils, parents, governors and other professionals

Desirable qualities and skills:

- ICT skills, and experience in supporting special needs access to the curriculum
- additional qualifications in the area of SEN
- experience of working as part of a multi-agency team
- good organisational skills