

## HAMPSHIRE EDUCATION DEPARTMENT

### RACHEL MADOCKS SCHOOL

Eagle Avenue, Cowplain, Portsmouth, Hampshire, PO8 9XP.

#### JOB DESCRIPTION

**Name:**

**Post:** Teacher

**Responsible to:** The Headteacher

You are expected to carry out the duties of a teacher as outlined in the School Teachers' Pay and Conditions Document.

As a teacher you are expected to:

- be responsible for delivering a curriculum which is broad, balanced, relevant and differentiated, including the National Curriculum, to groups of pupils with severe and complex learning difficulties.
- follow the school's planning, recording and reporting processes to ensure there is clarity of target setting, continuity and progression.
- make effective use of more specialised informal and formal assessment techniques, and using this information, plan and deliver any special modes of teaching and support
- use the prescribed targets in the Individual Education Plans to develop criteria by which to judge pupil's progress and to establish a timescale for review and evaluation, whenever possible, including pupils and parents/carers in the key processes and procedures, and ensuring all understand what targets have been set and why.
- identify individual learning outcomes and develop, implement and evaluate a range of approaches to assist pupils to achieve these outcomes in a variety of settings.

- work collaboratively with specialist and non specialist staff, to make effective use of teaching and learning environments, e.g. sensory room
- develop positive, consistent and non confrontational approaches to disruptive behaviour, and implement when necessary the range of management techniques in line with school procedures.
- manage and support the assistants who work in the class team, involving them in appropriate areas of planning, and ensuring they are accurately briefed on their responsibilities to pupils and in the wider context of the school environment.
- encourage pupils to become more independent learners by sequencing and structuring learning experiences and the learning environment so pupils develop organisational, information processing and problem solving skills.
- use, manage efficiently and evaluate relevant specialised aids and resources including, ICT, to give greater access to the curriculum and to assist in the promotion of communication and independent living skills.
- work together with parents/carers and other professionals to agree approaches to specific learning outcomes
- to work with other teachers and staff in your department/key stage to plan and organise effective groupings of pupils across the key stage to meet the learning needs/styles of all pupils and create suitable learning environments
- to participate in all meetings as reasonably requested both on and off site
- to be responsible for the safety of pupils in your care and to maintain a safe environment for staff and pupils
- to participate in evaluating your own performance through the schools' performance management and continuing professional development programmes

## **Subject Management**

- to co-ordinate and oversee an area of responsibility across the school which will be negotiated on appointment
  - to attend and contribute to curriculum development meetings
  - ensuring all teachers have current schemes of work
  - maintaining a collection of lesson plans, IEPs and termly plans to enable monitoring
  - monitor and evaluate the impact of the scheme of work on pupil learning and achievement
  - lead staff in putting together this area of the school's Strategic Maintenance Plan, to meet the action needs identified by monitoring and evaluation
  - ensure regular dissemination of information to all staff
  - support staff in planning and delivery of work
  - review the schemes of work and ensure all areas of need for our pupils are included
  - review the curriculum policy annually
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- undertake other such duties as shall be reasonably required by the headteacher.

Teacher :

Headteacher:

Date: January 2009

Ref: personnel/jdteacher jan 09