

<p style="text-align: center;">ELLEN TINKHAM SCHOOL JOB DESCRIPTION</p>
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POST GRADING:- TEACHER, MPS - UPS + 1 SEN POINT

School Overview

Ellen Tinkham school is an 'Outstanding' Special School for children and young people aged 3 – 19 years, with severe and profound and multiple learning difficulties. A Person Centred Approach is embedded across the school, with an ethos of “Everyone will be the best they can be, everyone has a voice, no one is excluded”.

The teacher will undertake duties in accordance with the latest School Teachers Pay & Conditions Document and is responsible through the Senior Managers to the Head Teacher.

Responsibilities will be:

1. To organise the class timetable.
2. To organise, co-ordinate and manage the work of support staff.
3. To oversee the planning and delivery of work of HLTA's, when necessary.
4. To plan objectives termly within individual programmes of work for each pupil.
5. To evaluate and assess the individual programmes termly, and compile a report for the Annual Reviews, within given timescales.
6. To promote the general progress and well being of individual pupils and of any assigned class or group.
7. To promote and safeguard the welfare of children and young people.
7. To record and report on the progress each pupil makes within the structure of the school's curriculum.
8. To provide and evaluate medium term planning, relevant to the age and ability of the pupils.
9. To provide for a wide range of teaching and learning styles to ensure pupil progress and achievement and to maintain each pupils motivation.
10. To participate in arrangements for further training and professional development as a teacher.
11. To participate in meetings at the school which relate to curriculum or the administration of the school.
12. To foster good relations with parents via home/school diaries, parents evenings and at all other times.
13. To foster good relations and communications with persons or organisations outside the school.

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14. To work collaboratively with therapy and medical staff within school.
15. To foster continuity of individual children's programmes transferred from one class to another and to other schools or agencies.
16. To set work/activities for class during time of planned absence, and collaborate with HLTA and/or Grade D TA to ensure delivery of appropriate work/activities.
17. To ensure a high standard of pupil work and behaviour in the classroom and beyond, to include high quality displays.
18. To attend annual Performance Development Review.
19. To contribute, on occasion, to the selection for appointment of other teachers and support staff.
20. To take part, as may be required, in the review, development and management of activities related to the curriculum, organisation and pastoral functions of the school.
21. To register the attendance of pupils.
22. To ensure the safety of pupils at all times by:-
 - Not leaving classes unattended; punctuality when on duty; vigilance during practical lessons; escorting pupils to assemblies or to other in-school venues as appropriate, or out of the building to and from their transport or during evacuation, and when off site on educational visits.
23. To be responsible for promoting and safeguarding the welfare of children and young people throughout the school.
24. To provide subject leadership across the school, within an agreed area.
25. To be prepared to administer emergency medication and carryout feeding programmes.
26. Adhere to H&S requirements, including completion of risk assessments.

This document outlines the duties required of the post holder for the time being, to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied, which will not change the level of responsibility or general character of the job.

Signed _____

Date _____

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