

Job Description

Title of post	<i>Resourced Provision Teacher</i>
Salary	<i>MPS/UPS + SEN Allowance £3527</i>
Hours of work	<i>Full time</i>
Line manager and responsible for reviews	<i>Headteacher</i>

Purpose of the Post

To provide and be accountable for high quality teaching and learning, contributing to the development of outstanding progress across the Trust in line with the stated aims and objectives of the Trust.

All teachers are expected to demonstrate high standards of personal and professional conduct and as a minimum, act within the statutory frameworks which set out professional duties and standards inside and outside Northern Star Academies Trust.

Northern Star Academies Trust is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff Northern Star Academies Trust to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Northern Star Academies Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Trusts services.

Northern Star Academies Trust is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

- Plan and prepare in order to teach, according to educational needs, children assigned to them.
- Assess record and report on the development, (intellectual, social, emotional and behavioural), progress and attainment of children.
- Provide a stimulating and challenging learning environment for children.
- Promote the general progress and wellbeing of all individual children within school.
- Observe pupils in the classroom, to coach and train colleagues
- Keep all paperwork including records and policies, up to date and actioned, as appropriate
- Meet with parents to support SEND and pupils' healthcare

- Monitor the quality of SEND support delivered both by teachers and support staff
- Support and maintain the SEND register of pupils
- Ensure that awareness of SEND issues is maintained across all of the teaching staff
- Participate in performance management.
- Participate in professional development.
- To have knowledge of and implement all school policies.
- Maintain good order and discipline and safeguard children's health and safety when concerned with both in and out of school activities.
- Participate in all team-planning meetings where appropriate.
- Participate in national and school-based assessment procedures.
- Ensure care and replacement of both classroom and central equipment, labelled to the levels of the National Curriculum.
- Encourage parental interest and involvement within school guidelines.
- Abide by the internet acceptable use policy.

Subject Specific Knowledge and Skills

- Monitor and evaluate the planning and delivery of a subject curriculum area throughout school, with high expectations to raise standards and actively looking for ways to extend learning and provide enriching experiences and be responsible to the Headteacher
- Responsible for monitoring standards in the curriculum area across school taking appropriate action where necessary, particularly tackling underperformance in pupils for their subject area and identifying and addressing barriers to achievement of all pupils
- Model the school's values and ethos and be responsible for writing an action plan detailing the development of their subject area and monitors and evaluates closely the specific targets set for the subject area in line with the school priorities

Teaching & learning

- Adhere to all the Teacher's Standards outlined in the current STPCD.
- Make a significant contribution to the development of the teaching and learning policy and practice across our Resourced Provision.
- Under the direction of the Head of School and working alongside the Resource Provision Lead and SENDCo, to be responsible for the teaching and learning within the specialist SEND class.
- Support mainstream class teachers in building capacity and confidence to include our SEND pupils successfully into the mainstream classrooms
- Develop and maintain good communication with parents and carers and all relevant external agencies.
- Advise mainstream staff regarding effective curriculum and assessment procedures to meet need
- Raise standards of achievement so that our SEND pupils achieve the best possible attainment and progress given their relative starting points.
- Advice and model for mainstream staff how to secure high standards of teaching and learning for our children within the SEND class.
- Be responsible for the quality of resources within the class
- Work alongside SLT to track the progress of our pupils within the SEND class, to analyse data and report progress and identify effective interventions where necessary.
- With support of the Resourced Provision Lead/SENDCo play a key role in pupil annual reviews.
- Develop a strong partnership based on trust with the parents to support their child's ongoing development throughout their primary school journey.
- With parents, ensure all transitions are well planned and implemented effectively.

- Provide an appropriate curriculum, which is accessible for all the SEND class pupils including educational visits and other school activities.
- Provide a personalised curriculum for all pupils of the Resourced Provision with particular focus on their social, communication and interaction needs.
- Support staff to recognise that they are accountable for the progress and attainment of the children within the Resourced Provision.
- Monitor and evaluate the planning and delivery of curriculum areas throughout school and be responsible to the Head of School.
- be responsible for monitoring standards in the curriculum area across school taking appropriate action where necessary.
- Be responsible for writing an action plan detailing the development of the above names subject over this academic year, to be monitored and evaluated by the curriculum manager.
- Be responsible for ordering resources for the above-names subject working within the agreed action plan and a specified budget delegated by the Head of School.

Responsibilities health, safety and discipline:

- Ensure a safe, secure and healthy environment for pupils
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- Actively encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.

Professional knowledge & development:

- Maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice and of the school's curriculum and policies
- Participate in INSET provided by the school
- Ensure that the School's Health and Safety Policy is followed
- Support annual reviews and attend when necessary

Communication:

- Write reports for parents on the pupils receiving specific teaching
- Liaise with parents and carers concerning pupil progress and concerns, and concerning updates to the MSPs, and to be proactive in communication about these issues

Working with colleagues and other relevant professionals:

- Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists, education welfare officers etc.

Environmental demands/working conditions:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g., teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.

- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices and training
- Report all concerns to an appropriate person.
- The post holder may occasionally be subject to children communicating in a physical way and the use of positive handling may be needed.

Effort demands

- Will contribute to the overall ethos/work/aims of the school.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the Designated Safeguarding Leads in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

Other Considerations

- Be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- Act in accordance with the Data Protection Act and maintain confidentiality at all times e.g., access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.