

Main purpose

The teacher will:

- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)
- Take specific responsibility and accountability for the day-to-day management and organisation of their TLR area in this case the responsibilities of the sixth form lead.
- Assist in the smooth running of the school at all times.

Key responsibilities

- To be ambitious about pupils with SEN.
- To be an exceptional class teacher, working alongside other teaching staff to deliver an appropriate curriculum and assessment model.
- Create, foster and build strong relationships with the pupils and their parents and carers.
- To organize relevant learning sequences within the school's community, looking for fresh opportunities to develop community engagement and the enterprise strand of the curriculum.
- Be responsible for keeping and updating records, contributing to all school systems available.
- Work with external agencies to ensure that the correct support is in place for every pupil in the sixth form.
- Oversee the accreditation for all pupils to ensure that every pupil has the opportunity to achieve according to their ability.
- Lead, develop and deploy a large group of support staff.
- Work within our Pathways to Adulthood framework, take responsibility for the careers strand within the sixth form, ensuring that all work experience placements are in place and appropriately supported.
- Work with the equivalent members of staff from across the Trust.
- Develop the EHCP procedures for Year 12, 13 and 14, liaising to secure smooth transitions to relevant Post 19 settings.

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge

- Participate in arrangements for preparing pupils for external tests
- Demonstrate best practice in subject / Key Stage, using engaging strategies to boost classroom engagement
- Show knowledge of whole subject / Key Stage curriculum, including latest requirements and developments
- Offer statistical and practical support to classroom teachers and staff within the subject

Teaching and learning responsibility

- Use professional skills and judgements to provide strategic and practical leadership in their TLR area
- Lead, manage and develop their TLR area, and provide guidance for other teachers, including training, support and advice to improve school practices
- Improve standards within their TLR area across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils
- Provide strategic subject / Key Stage leadership, showing up-to-date knowledge of sector trends and developments
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the headteacher or others as required
- Be the voice for your department/subject, ensuring classroom teachers' experiences and opinions are represented within the school, including dealing with any issues on a day-to-day basis

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Ensure teaching and learning within your subject / Key Stage is aligned with school ethos, identifying any procedural issues and providing workable solutions
- Provide leadership within your department and ensure whole school values are represented and understood

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in professional development within your subject / Key Stage, sharing ways to improve subject teaching with others

- Lead other teachers in maintaining subject knowledge and latest pedagogical developments

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues with the focus on TLR subject / department.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Essential skills and experience:

- To be an excellent classroom practitioner
- Clear communication skills
- Proven leadership skills
- Knowledge of appropriate curricula and assessment models within the Special School setting
- Ability to link locally and nationally within the special school sector

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Successful teaching experience • Evidence of professional development relevant to this role • Appropriate professional training further to basic teaching qualification in areas such as: MLD, SLD, PMLD, Autism and Team Teach
Skills and knowledge	<ul style="list-style-type: none"> • Good knowledge of legislation and guidance on curriculum requirements • Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff • Excellent communication and organisational skills • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good IT skills, including previous use of PS Purchasing, Arbor MIS, CPOMS • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Appropriate experience or understanding of current SEN, including theory and best practice • Experience of working with young people and children with EHCPs who have a wide range of needs (MLD, SLD, PMLD) • Evidence of working with pupils who are working significantly below age related expectations • Experience of setting targets, interpreting and monitoring performance data to raise pupil achievement. • A good understanding of a diverse range of teaching and learning styles and techniques • A good understanding of effective procedures for managing and promoting positive behaviour in children and young people
Personal qualities	<ul style="list-style-type: none"> • High expectations for all pupils and belief in bringing out the best in all • Commitment to upholding and promoting the ethos and values of the school • Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school and Trust • A creative approach to parental and other community involvement • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to equality • Solution focused mindset • Caring and understanding approach • Flexibility, enthusiasm to embrace change

Notes

This job description may be amended at any time in consultation with the postholder.

Last review date: October 2024

Next review date: October 2025

Headteacher/line manager's signature:

Date: