**JOB DESCRIPTION**

**Job Title:** Teacher

**Reporting to:** Head Teacher or Deputy Headteacher (dotted central reporting lines as appropriate)

**Location:** Fernways School

All Fernways School staff have responsibility for the education provision as well as the provision of excellent pastoral care and positive behaviour management strategies. Fernways is a small school and there is an expectation that all teachers have a tutor/form group as well as lead on at least one or two areas of the curriculum as part of their core role.

**Tutor/Form Responsibilities**

To take responsibility for everyday pastoral care and for monitoring overall progress (both academic and personal) for the children in your form.

To ensure their needs are being met with appropriate programmes and interventions in place as outlined in their EHCP’s.

To work collaboratively with parents, maintaining positive relationships between home and school, sharing information respectfully with other staff where appropriate.

To complete and maintain IBMP’s, strategy cards and one page profiles for every child.

To ensure every child is ready for their day including a settled and positive mindset, with their folder, IEP targets, timetable and any IT or login details that may be required.

To ensure half termly PSD targets and reading targets are updated onto the IEP sheets and the EHCP outcomes tracker.

Prepare the EHCP Annual Review report for your children and attend their Annual Review meetings.

Create resources and solutions for your children to prevent barriers to them accessing their learning. Share successful strategies with staff.

Run meaningful tutor time sessions which develop priority skills, outlined in children’s EHCP’s.

Lead on phonics and reading interventions with individuals or small groups.

**Teaching Responsibilities**

To plan well sequenced curriculums with coherent and engaging schemes of work for your subject areas using the Fernways proformas and to have a clear understanding of how this planning links to the whole school curriculum intent.

To ensure individual lessons are stimulating with high quality resourcing and appropriate differentiation to enable children to make good progress with their learning.

Enthusiastically deliver the curriculum to the age and ability group/subject/s that you are delegated to ensuring our core values of confidence, community and creativity are praised when demonstrated by pupils.

Maintain and order and store resources following correct procedures.

To be prepared and organised for each lesson you teach and be aware of each of and take into account your pupils’ needs including gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Allocate support staff appropriately within your classes to enhance independence, learning and behaviour.

Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately.

Be accountable for the attainment, progress and outcomes of pupils’ you teach to build on these, demonstrating knowledge and understanding of how pupils learn.

Demonstrate an understanding of and take responsibility for promoting high standards of literacy and phonics strategies through all subjects you teach, including the correct use of spoken English.

Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment.

Use relevant data to monitor progress, set targets, and plan subsequent lessons.

Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.

Set homework as appropriate and plan other enrichment and activities to consolidate and extend the knowledge and understanding pupils.

Be aware of the value of SMSC, cultural capital and enable pupils to learn to safeguard themselves through the curriculum areas you teach by planning in explicit opportunities.

Participate in arrangements for examinations and assessments.

To risk assess any planned trips or hazardous activities that you teach.

Participate in training and CPD inline with the school’s schedule.

Write reports to outline pupil progress in a timely manner inline with the school’s reporting schedule.

Attend Parent’s evenings as required to discuss pupil progress annually.

**Behaviour & Safety**

Establish a safe, purposeful, and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils

Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils

Have high expectations of behaviour, promoting self-control and independence of all learners

Carry out playground/lunchtime and other duties as directed

Be responsible for promoting and safeguarding the welfare of children and young people within the school or on trips, raising any concerns following school protocol/procedures.

**Additional Information**

Team working and collaboration.

Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.

Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.

To line manage designated colleagues including undertaking performance management.

Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.

Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Cover for absent colleagues (where reasonably expected)

Fulfil wider professional responsibilities.

Work collaboratively with others to develop effective professional relationships.

Communicate and co-operate with relevant external bodies.

Make a positive contribution to the wider life and ethos of the school.

Register the attendance of and supervise learners, before, during or after school sessions as

Appropriate.

Participate in and carry out any administrative and organisational tasks.

Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.

Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal and participate in CPD.

Proactively participate in the appraisal process.

To represent Kedleston and the school positively at all times by reflecting its mission statement, core philosophy and ethos and by reflecting good educational practice.

Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.

Be responsible and accountable for achieving the highest possible standards in work and conduct.

Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.

Work proactively and effectively in collaboration and partnership with learners, parents/carers, other staff and external agencies in the best interests of pupils.

Take responsibility for promoting and safeguarding the welfare of our children and young people.