

Job Description

Function:	Children Services
Job title:	Teacher
Reports to:	Assistant Head and Head Teacher
Responsible for:	Learning Support Assistants, Volunteers and students on placement. Line Management responsibility for Teaching Assistants

Main purpose of the job

To provide a high standard of professional support to each student within the learning environment with assistance from the teaching assistant and other specialist support staff. To ensure that each student is offered curriculum relevant to their stage, age and ability by assessing each individual in line with Doucecroft School's assessment procedures.

Delivering all areas of the curriculum as required and overseeing the education and welfare of the students including evaluating their progress and keeping relevant records. Plan lessons and timetables and meeting regularly with your team as required enabling them to support you day to day.

Main duties / responsibilities

- To ensure each student is offered a curriculum relevant to his/her stage of development, age and ability and in line with the school's curriculum policy
- To assess each student using agreed assessment procedures and ensure SMART targets are set and evaluated
- To plan individual student plan for each student within the school's agreed curriculum, working with all areas of the schools multidisciplinary team, to ensure targets are match to each individual
- To ensure individual student plan, Individual Management Programmes and Risk Assessments are implemented and updated in line with school policy
- To ensure that each student's progress is evaluated and that accurate records are maintained in line with the whole school system of record-keeping
- To work with students who present challenging behaviour, participating in restrictive physical intervention training, staff training and the preparation and implementation of Individual Management Programmes
- To be present at play periods as required, take meals with students and assist with personal hygiene programmes and other social skills as detailed in ISP/Care Plans

- To be responsible for the day-to-day organisation and management of the classroom (which includes the students, the staff and the physical environment). This will include working with students at lunch time and supervising break times
- To register the attendance of students at the beginning of each morning and each afternoon
- To provide or contribute towards oral and written reports and assessments
- To prepare for annual review meetings in accordance with the SEND code of practice
- To attend annual review meetings, case conferences, parents' meetings, staff meetings, as required, some of which may be outside normal working hours
- To maintain close and regular contact with each student's parents/carers and welcome parents to the classroom and make home visits, as appropriate
- To liaise with the appropriate agencies, each student and his/her parents in identifying and meeting future needs
- Any other duties required by the Head Teacher /Assistant Head Teachers that are within the scope, spirit and purpose of the job, the title of the post and it's grading

Staff Training

- To participate in the school's supervision system in relation to your own professional development; to assist in the formal supervision and support of other staff members and to actively undertake supervisions and appraisals for those staff for whom you have line management responsibility.
- Be familiar with and put into practice all school policies and procedures
- Attend all in-service training courses as required in order to promote personal and professional development and to take part in a positive manner. Some training courses may be outside normal working hours
- Identify areas for personal development and actively seek ways in which to meet these
- To be prepared to undertake further training and professional development as a teacher

Child Protection

- This role will involve unsupervised contact with students; and in the context of his/her employment the member of staff will frequently be in the presence of students and will therefore have to have appropriate levels of training in child protection and safeguarding.
- All members of staff must comply with the School's Child Protection and Safeguarding Policies and Procedures which are made available to all new staff at commencement of their employment. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the policy.

General

- To promote a positive image of Autism Anglia, Doucecroft School Services and act as ambassador for the school in all matters
- To liaise with tact, diplomacy and constructively with all staff and others outside the school, particularly parents, governors, professionals and the local community generally
- To be flexible in working arrangements and the allocation of duties in pursuance of raising effective team working

- To safeguard, protect and promote the welfare of students at all times, ensuring that the School's Child Protection and Safeguarding Policies and Procedures are promoted within the school and adhered to by all members of staff
- In conjunction with the Head teacher, Assistant Head teachers, Teaching Staff and parents to provide a high quality, appropriate education for each student and maintain a supportive atmosphere within the classroom
- To maintain a knowledge of relevant legislation and guidelines relating to the school
- To maintain an interest and awareness of new initiatives relating to teaching approaches within the field of autism
- To liaise with staff working within the residential areas to maintain an effective link and consistency of practice in the teaching and care of students
- To plan, organise, direct and supervise the work of classroom staff
- To take responsibility for certain organisational/management duties within the school, as agreed
- To be aware of and adhere to "DFE Standards for Teachers"
- To utilise non-contact time in line with school policy on non-contact time for teachers
- To be aware of inspection procedures. This will include OFSTED (both Education and Social Care) and Autism Accreditation

Confidentiality

You will be expected to maintain confidentiality for all aspects of Autism Anglia, its students, staff and its work. The nature of the work entrusts people with confidential information about children/young people, their families/carers and staff. Any breach of this confidentiality will constitute gross misconduct.

This job description reflects the present requirements of the post. It may be necessary to review the job description as the school develops. Any significant changes to the duties and responsibilities outlined will be introduced in consultation with the post holder.

Signed:
(Post Holder)

Date:

Person Specification

Education and qualifications

Essential	Desirable
Qualified Teacher Status (QTS)	Team Teach
Undergraduate Teaching degree /	Swimming, rescue test for swimming teachers
GCSE's at grade C/Level 4 or above in English, Maths and Science	CIEH Level 2 Award in Food Safety
Qualification/training in special education	Emergency First Aid 1 Day Course

Training in the management of challenging behaviour	Clean Driving Licence with 2 years driving experience
	AET Competencies

Knowledge and Experience

Essential	Desirable
Experience in the field of autism or special educational needs	Experience of working with students who exhibit challenging behaviour
Delivery of National Curriculum subjects to students with learning disabilities	Approaches in teaching students with autism
National Curriculum schemes of work	Augmented communication systems
National Curriculum assessment and levels including P scales	Legislation regarding education and care of students
Teaching students with special educational needs	National Curriculum requirements
Differentiation	
Child care and child development	

Practical Skills and Abilities

Essential
Ability to organise, manage and train a team of learning support assistants
Ability to work closely and effectively with students, parents, carers, staff and other professionals
To be able to keep concise, factual and accurate records
Observational and organisational skills
Accuracy and objectivity
Good oral and written communication skills
Ability to empathise and advocate for the needs of students with autism and adapt the environment to meet these needs
Good oral and written communication skills
ICT skills
Able to work in stressful situations
Good interpersonal skills with ability to react with sensitivity and empathy when appropriate Ability to remain alert and respond to unexpected change

Calm, firm and patient manner

Personal Attributes

Essential
Stamina, a good standard of fitness and health with an ability to participate in a wide range of physical activities, eg swimming, ice skating, horse riding, running etc.
Ability to remain alert and respond to any unexpected change
A sense of responsibility
Ability to work well as part of a team
Appreciation of the rights, opinions and feelings of others
Flexibility of thought in adapting to new initiatives and future progress
Patient, calm and reassuring manner
Professionalism, integrity, ability to maintain confidentiality and discretion and to deal with day to day matters with tact, diplomacy, and empathy
Self-motivated
Ability to make decisions, encourage, motivate and advocate for others
A flexible, positive, energetic, enthusiastic and proactive approach
A tactful and diplomatic approach when dealing with individuals
Ability to react with sensitivity and empathy when appropriate
Passionate, committed and self-motivated to make a difference to improving the outcomes for children and young people at our school