## OAK LODGE SCHOOL

101, Nightingale Lane, London SW12 8NA

Tel: 020 8673 3453

## JOB DESCRIPTION

**Post Title:** Year 7 Teacher for KS2 & KS3 working with SCLN and ASD pupils

**Grade:**  MPS – UPS Pay Scale + SEN Allowance

**Responsible to**: SENDCo and Communication Lead

**Main purpose of job**

* To plan, prepare and deliver engaging and stimulating programmes of study and lessons to meet the needs of SCLN and ASD pupils.
* To design the curriculum, offer for language-based subjects in a topic “primary” style across both year 7 classes.
* To collect Data, evaluate and write progress reports, provide information for EHCP meetings and parents as required.
* To work with the Speech and Language specialists in identifying and developing pupil’s communication needs.
* To work with agencies as required such as Autism Team, Speech and Language Therapy and Occupational Therapy, and Physio Therapy team.
* To work with the Head of Therapy to ensure that appropriate therapeutic intervention is planned, provide advice for other staff as required.
* To promote the values and ethos of the school.
* To teach pupils all pupils according to their educational needs and be responsible and accountable for achieving the highest possible standards in work and conduct.
* To meet and conform to the appropriate standards set out in the National Teacher standards and the current School Teachers Pay and Conditions document.
* To adhere to current School policies under the direction of the Headteacher
* To take responsibility for promoting and safeguarding the welfare of children and young people in the school

**Main Activities and Responsibilities**

**Planning**

* Deliver a broad, balanced, relevant and differentiated curriculum, incorporating the National Curriculum requirements and literacy, numeracy and ICT across the curriculum
* Develop long and medium term planning for your group across a variety of subject areas within required deadlines.
* Identify and have a clear understanding of the needs of all pupils including those with additional special educational needs, autism and use appropriate teaching strategies to engage and support them.
* Have appropriately high expectations and set clear, aspirational individual targets, building on prior attainment;

**Teaching**

* Deliver the curriculum as relevant to the age and ability groups taught differentiating appropriately.
* Teach the knowledge, understanding and skills, and ensure the pupils acquire, consolidate and are able to use and apply them across all curriculum areas, in a range of learning contexts;
* Be responsible for the preparation and delivery of teaching materials, teaching programmes and pastoral arrangements as appropriate.
* Recognise and respond effectively to equality issues as they arise in the classroom, and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures;
* Use ICT effectively in teaching and learning, and as an embedded part of the curriculum;
* Provide homework which consolidates and extends work carried out in the class and encourages independent learning;

**Class Management**

* Establish a successful working relationships and a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident;
* Organise and manage Teaching Assistants and other staff in the classroom to maximise the outcomes for pupils’ learning.
* Establish clear expectations using effective behaviour management~~,~~ pre-empting and addressing any potential behavioural issues; and maintaining discipline through well focused teaching
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour expected of pupils.

**Monitoring, Assessment, Recording and Reporting**

* Assess pupils’ level of learning and understanding in relation to identified learning objectives, national curriculum standards and accreditations
* Use Assessment for Learning strategies, monitoring and assessment information to inform planning, teaching and learning;
* Involve pupils in reflecting on, evaluating and improving their own performance and progress and ~~p~~rovide timely constructive feedback to support pupils.
* Record, track and analyse pupils’ progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement,
* Identify and support pupils with differing levels of ability, and those experiencing behavioural, emotional and social difficulties.
* Report on pupils’ progress to parents, carers, other professionals and pupils;

**Other Professional Requirements**

* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults;
* To ensure that the Management Committee is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection;
* To ensure Oak Lodge site meets all Health and Safety requirements and is appropriately maintained and fit for purpose
* Have a working knowledge of teachers’ professional duties and legal liabilities;
* Operate at all times within the stated policies and practices of the school and Wandsworth;
* Model positive and respectful communication with pupils and colleagues.
* Establish effective working relationships, in line with the code of conduct and set a good example through presentation, and personal and professional conduct;
* Contribute to the delivery of extra-curricular provision;
* Liaise effectively with parents and governors and other professionals.
* Actively engage in Performance Management, training, continuous professional development and other learning activities as required;

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.