



<b>School/College:</b>	<b>Maplewell Hall School</b>
<b>Job Title:</b>	Teacher
<b>Responsible to:</b>	Headteacher Head of Department for the quality of his/her teaching
<b>Responsible for:</b>	Co-ordinating the work of LSAs and others assigned to the class.
<b>Objectives:</b>	An enthusiastic teacher who loves their subject and is eager to develop, co-ordinate their craft within the classroom To have pastoral responsibility for a tutor group and participate in the school's extra-curricular programme To carry out the general and specific professional duties as set out in the "School Teachers' Pay and Conditions Document 2019.
<b>SPECIFIC RESPONSIBILITIES:</b>	
<b>Strategic direction and development</b>	
<p>Within the context of the school's aims and policies, the teacher will:</p> <ul style="list-style-type: none"> <li>▪ Establish long and medium term plans for the subject.</li> <li>▪ Work with relevant staff across the school in writing short term plans ensuring effective use of resources.</li> <li>▪ Monitor the progress made in achieving subject plans and targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvements.</li> <li>▪ Use data effectively to identify students who are underachieving in the subject and, where necessary, create and implement effective plans for action to support those students.</li> <li>▪ Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies and practices, expectations, targets and teaching methods.</li> <li>▪ Be a reflective practitioner in order to further develop teaching expertise.</li> <li>▪ Attend relevant training courses and conferences.</li> <li>▪ Participate in the school's CPD programme</li> </ul>	
<b>Teaching and learning</b>	
<p>Within the context of the school's aims and policies, the teacher will:</p> <ul style="list-style-type: none"> <li>▪ Set and mark work, provide regular written and verbal feedback to students, in line with the school's assessment policy.</li> <li>▪ To track student progress and use information to inform teaching and learning, engaging with whole school assessment, recording and reporting procedures</li> <li>▪ Communicate with parents over students' progress such as parent meetings and via email or telephone when appropriate.</li> <li>▪ Choose appropriate teaching and learning methods to meet the needs of the subject and of different students.</li> <li>▪ Provide high quality teaching, effective use of resources and improved standards of learning and achievement for students.</li> <li>▪ Identify effective practice and areas for improvement.</li> <li>▪ Have a clear understanding of how their subject relates to the curriculum as a</li> </ul>	

whole.

### **Leading and managing staff**

Within the context of the school's aims and policies, the teacher will:

- Contribute to a vision for, and enthusiasm for how, languages should be taught;
- Support, guide and motivate LSAs.
- Sustain their own motivation and where possible that of other staff involved in the subject.
- Liaise with colleagues in order to ensure the consistency of planning delivery of lessons.
- Set standards and provide a role model for students and other staff in the teaching and learning of the subject.
- Share resources and share 'best practice' with the rest of the department

### **Efficient and effective deployment of staff and resources**

Within the context of the school's aims and policies, the teacher will:

- Utilise subject with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.

### **Student Guidance**

To be a Form Tutor

- To promote the general progress and well-being of individual students and of the Form tutor Group as a whole
- Under the leadership of the SLT ensure implementation of the school's pastoral and guidance systems
- To register students, and encourage their full engagement in all aspects of school life.
- To play a central role in managing the learning of students in the Form tutor group, particularly with reference to effective implementation of intervention and support procedures.

### **Other Specific responsibilities**

- Comply with any reasonable request from a senior or extended member of the leadership team to undertake work of a similar level that is not specified in this job description
- The individual is responsible for promoting and safeguarding the welfare of children and young person's s/he is responsible for or comes into contact with.

*This job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or the level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.*

*The job description will be used as a basis for performance management. It will be reviewed annually or at any other time by agreement between the teacher and Head Teacher.*

*Performance in this role will be the basis of references supplied in the support of applications made for other appointments.*



**Leicestershire  
County Council**



# PERSON SPECIFICATION

**School/College:** Maplewell Hall School

**Job Title:** Subject Teacher

	Essential	Desirable
<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Diploma/degree related to special education.</li> </ul>	✓	✓
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of successful teaching in special or mainstream education.</li> <li>• Experience of working with students with a range of learning difficulties</li> </ul>	✓	✓
<p><b><u>Professional Development</u></b></p> <ul style="list-style-type: none"> <li>• Prepared to improve and develop own understanding of moderate learning difficulties.</li> <li>• Successful teaching strategies</li> <li>• Evidence of ongoing professional development.</li> </ul>	✓ ✓	✓
<p><b><u>Working with and managing people</u></b></p> <ul style="list-style-type: none"> <li>• Able to lead the work of Learning Support Assistants.</li> <li>• Able to teach subject across the age ranges / levels.</li> <li>• Able to work flexibly as a member of a team.</li> <li>• Able to communicate effectively with colleagues, students and parents/carers.</li> <li>• Able to work co-operatively to create and develop links with others schools - special and mainstream</li> </ul>	✓ ✓ ✓ ✓ ✓	
<p><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Able to approach problems in a flexible way and to adapt to situations as they occur.</li> <li>• Able to use ICT as a tool for teaching and learning</li> <li>• A positive and enthusiastic approach.</li> <li>• Able to respond calmly to stressful situations.</li> <li>• Enthusiastic and confident with students.</li> <li>• Resourceful.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	