



## SPECIALIST PRIMARY TEACHER Job Description

**Responsible to / reviewed by:** Inclusion Leader

**Title of post held:** Teacher to work with Mainstream and in the Speech and Language base

**Salary grade:** TMS

**Subjects required to teach:** Full primary range

**Job description last updated:** September 2019

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Standards for Teachers which are used by the school alongside our own agreed Career Stage Expectations.

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**Teaching and Learning** - To contribute to raising the standard of teaching and learning through:

- Promoting the school's ethos and aims and encouraging a positive attitude to learning
- Use all school-based schemes of work, policies and the EYFS, Primary Strategy documentation to inform Medium and short term planning.
- Using a range of Teaching and Learning strategies to engage and challenge children
- Appropriately differentiating activities to meet the needs of all children
- Effectively implementing the school's Teaching and Learning policy
- Improving quality of teaching & learning for area of responsibility.
- Ensuring all pupils are working towards achieving the necessary progress in line with national standards.
- Providing a secure and engaging learning environment.
- Delivering learning that is appropriate to the national and EY curriculum & assessment criteria.
- Working to achieve whole school development plan.
- Promoting a stimulating and inspiring learning environment that ensures the engagement of all pupils in class.
- Reporting to Year Group Leader/Leadership on pupil performance within the year group.
- Reporting to the Headteacher on the impact of implemented teaching and learning strategies.
- Monitoring the progress of pupils.
- Contributing resources and materials to the year group.
- Attending meetings and cascading information to the pupils.
- Attending meetings and acting upon information provided.
- Work collaboratively and sharing good practice with staff.

**As a Specialist Speech and Language Teacher -**

- To plan and deliver the maths and literacy curriculum in a withdrawal or class setting. This may include other mainstream pupils with similar special educational needs;
- Deliver a withdrawal programme of specific language work to meet the pupils' special educational needs;
- To assess pupils' progress for their Annual review, write annual review reports, attend the Annual Review meeting and set new targets for pupils and to be the first point of contact for parents/carers;
- To support other staff through the provision of documentation, differentiated learning materials and cpd;
- To work collaboratively with a speech and language therapist;
- To plan direct and monitor the work of a Teaching Assistant;
- To attend planning and cpd meetings within the agreed school pattern;
- To complete specialist courses in Speech and Language difficulties and autism, when offered. Completion of the diploma course will bring a further SEN point on teachers' salaries.

**Classroom Management** - To establish a safe and secure environment which supports learning through:

- Setting high expectations for children's behaviour and following the schools behaviour policy
  - Building positive and productive relationships with children and staff
  - Ensuring that the classroom environment is bright, stimulating and orderly
  - Organising resources to encourage children to become independent learners
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**Assessment** - To monitor and track the progress and achievement of all children by:

- Effectively employing assessment for learning strategies to ensure all children's needs are met
- Conducting assessments of the children and using them to monitor and track their progress
- Developing and reviewing Individual Action Plans

**In addition all teachers are required by STPCD to be involved in:**

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required by Courthouse Green Primary in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff

**Wider contribution to school:**

- To support extra curricular activities, school visits and fundraising events
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.
- To actively support school policies.
- Any other duties as directed by the Headteacher.

**Role of the Subject Leader will include:**

- Reviewing and developing the curriculum policy in the subject;
- Monitoring and evaluating the quality of planning in the subject by other teachers;
- Observing teaching in the subject in order to evaluate strengths and areas for further development, or the impact of school improvement work;
- Evaluating relevant assessment information for individuals, groups or cohorts;
- Suggesting issues in the subject for further development;
- Reviewing and co-ordinating the usage of resources in the subject;
- Providing advice and supporting new staff in the subject;
- Reporting on progress, achievement and standards in the subject to staff, governors or parents;

Arranging and promoting relevant subject activities to promote pupils' enthusiasm and interest.

Updated May 2021

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