



Job Description

JOB TITLE	Inclusion Centre Teacher
JOB FAMILY	Teaching
SALARY	T1- T10 + SEN Allowance
HOURS	full-time, permanent
REPORTING TO	Head of Inclusion Centre

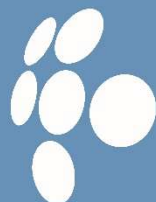
Job Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential and celebrate that achievement.
- To contribute to raising standards of pupil attainment.

Duties and Responsibilities

Teaching:

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and at home.
- To assess, record and report on the attendance, progress and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments relating to individual pupils and groups of pupils.
- To ensure that Literacy, Numeracy, Citizenship and thinking skills are reflected in the teaching and learning experience of pupils.
- To ensure the effective/efficient deployment of classroom support.
- To prepare and update learning materials.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To communicate as appropriate, (telephone, letters home etc.) with parents of pupils to keep them updated as to the pupil's progress within the subject area.
- Implement agreed plans and proactively engage in pupil progress reviews to ensure that all pupils are at least good progress.
- Produce and contribute to written reports for parents in line with the SEN Code of Practice 2014 and school procedures.



- Liaise and work closely with outside agencies including SALT, EMAS, EPs, MABSS & CAMHS.
- Keep specific records for children with SEND in line with the SEND Code of Practice.
- To plan, liaise and support pupils and staff with integration for those pupils within the inclusion centre to a mainstream classroom where appropriately matched with the pupils' stage and age.

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To engage actively in the Professional Growth process.
- To work as a member of a designated team and to contribute positively to effective working relations of that team and within the school as a whole.
- To liaise with the mainstream SENCO to ensure effective provision.

Curriculum Provision:

- To assist the Head of Inclusion Centre to ensure that the curriculum area provides a range of teaching that complements the school's aims and School Development Plan objectives.
- To ensure that the curriculum that is offered is planned on an individualised level to ensure that the needs of all children within the class have their needs met.

Pastoral System:

- To be a Form Tutor to an assigned group of pupils.
- To promote positive emotional health and wellbeing to help pupils to understand and express their feelings and build their "habits of excellence", and therefore their capacity to learn.
- To register pupils, accompany them to assemblies and help supervise them, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To apply the systems of rewards and behaviour management, both in and out of class, so that effective learning can take place.

Marketing and Liaison:

- To take part in activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.

Quality Assurance:

To be a part of the school quality processes and to accept and act upon feedback.



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Penhale Infant School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

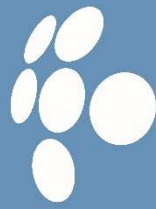
- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

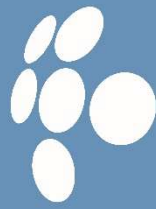
Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Classroom TA.

Name:

Signed:

Date: