

JOB DESCRIPTION

Job Title: Primary Teacher

Responsible to: Head Teacher

Hours of work: Monday to Thursday, 08:30 hrs -16:30 hrs. Friday 08:30 hrs - 15:30 hrs

MAIN RESPONSIBILITIES:

- To write, implement and evaluate half termly plans.
- To write, implement and evaluate weekly/daily plans.
- To record and evaluate children's progress using relevant evaluation procedures.
- To assess and 'level' children, as required by subject
- To write annual reports.
- Provide feedback for pupil's Annual Review reports.
- To manage behaviour according to the school Behaviour Management Policy.
- To liaise closely with and manage the Learning Support Assistant (LSA) regarding record-keeping and behaviour management.
- To attend staff meetings as required.
- To attend annual parent feedback evenings, liaise with parents as required under the guidance of the Head Teacher/Assistant Head of Primary.
- To attend INSET, and ensure Continuing Professional Development.
- To deliver INSET, as required.
- To be fully aware of all applicable Talbot House Trust Policies.
- To provide an environment for the children that enables them to realise their potential and maximise their academic, social, physical and emotional development.
- To be flexible and carry out any other duties as may be reasonably required and directed by the Head Teacher.

SPECIFIC DUTIES:

Teaching and Learning:

- To be a consistently good/outstanding teacher and deliver engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Plan and prepare engaging lessons based on agreed schemes of work.
- Use regular assessments to monitor progress, set targets and determine appropriate intervention.
- Maintain regular and productive communication with parents, to report on progress and to relay other relevant information.
- Maintain accurate pupil progress that can be used to make teaching more effective
- Identify the intervention needs of pupils and appropriate strategies to improve attainment.
- Appropriately deploy Teaching Assistants assigned to your subject.

Progress and Achievement of Pupils:

- Ensure that all pupils are given quality feedback in order to make rapid and sustained progress.
- Monitor and evaluate standards of achievement and pupil progress
- Identify any underachievement and share with the Assistant Head of Primary and Special Educational Needs Co-ordinator (SENCO).
- Ensure assessment outcomes impact positively on pupil progress for all pupils.
- Produce comprehensive end of term reports in a timely manner.

Other:

- To support Talbot House Trust's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- To be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the teaching team by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Note: We are committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS.

To apply for the role please visit our website to download an application form at: <https://www.talbothousetrust.co.uk/jobs-at-talbot-house> alternatively please email the HR Department to request an application pack.

We can only accept an application form for this role. We are not able to accept CV's for this roles, if you submit a CV you will be contacted to complete an Application Pack. Please view our safer recruitment policy.

Job Specification

Essential	Desirable
Qualifications	
1. Relevant teaching qualification and registration Degree 2. QTS 3. Have worked in a special school for at least one year	Qualifications in ASD, Attachment, ADHD
Knowledge & Understanding	
4. Good knowledge and understanding of how children with SEN develop & learn 5. Good knowledge and understanding of supporting diversity and equal opportunities 6. Good knowledge and understanding of health and safety and confidentiality 7. Good working knowledge of lesson planning and Assessments 8. Good working knowledge of the curriculum for EYFS and KS1 & KS2 9. Good knowledge and understanding of Safeguarding and child protection in schools 10. Good knowledge and practice of de-escalation strategies 11. Ability to be flexible and creative in your approach to teaching	Understanding/experience of Makaton, PECs Thrive
Skills	
12. Good classroom management skills, (e.g.: managing behaviour, appropriate use of resources, time, and support from colleagues) 13. Good numeracy and literacy skills 14. Patience and a positive attitude 15. Ability to adapt to changes quickly 16. Ability to work as part of a team 17. Ability to work independently on prescribed tasks 18. Ability to build good relationships with children, teachers, parents and carers	Positive Handling or similar
Experience	
19. Experience of working with children with challenging behaviour 20. Experience of working in a special school 21. Experience of engaging children who find it difficult to be in a classroom environment	
Other	
22. Willingness to participate in training and other learning activities 23. Resilient 24. Good knowledge of Safeguarding 25. A willingness to contribute to the life of the school.	