

SPRINGWELL SCHOOL

Job description

Name:

Post: Teacher (outreach)

Accountable to: Deputy head teacher

Accountable for: Assigned responsibilities and outreach support staff

Purpose of the job: To provide an outreach service to mainstream schools: allocate referrals, write initial reports, agree targets, monitor, assess and support mainstream staff. To also teach for 1 day per week within the school and act as a subject leader

Date:

Key Accountabilities:

- ❖ Enable the delivery of an Outreach service to pupils with learning difficulties in mainstream schools
- ❖ Take an active role in reviewing and developing the curriculum, accepting responsibility for one or more specific curricular areas
- ❖ Support the schools' aims, values and policies

This job description incorporates the requirements of the current Teachers Pay and Conditions document, DfES conditions of employment, and reflects the instrument of government, vision, aims, school strategic plans and school policies

Main teaching duties

- carry out duties in accordance with the School Teachers' Pay and Conditions document
- support the teaching and learning of assigned pupils with learning difficulties in mainstream schools
- allocate referrals, write initial reports and agree IEP targets for individual pupils in mainstream schools
- train and advise members of staff in linked schools on how to devise programmes, implement relevant strategies and assess pupils
- provide generic whole school training to staff in linked schools as agreed
- enable Special School Assistants allocated to the Outreach team to work effectively with pupils and staff in mainstream schools
- produce reviews/reports on pupils as and when required
- plan, prepare, implement and review individual, group and class teaching programmes and maintain effective records
- effectively manage, supervise and control pupils in accordance with LEA and school policies
- effectively manage and deploy support staff as well as students and volunteers
- ensure support staff are consulted and briefed on matters relating to the pupils' special educational needs
- work collaboratively and constructively with all staff, visiting specialists and other agencies
- communicate and consult with parents
- attend staff meetings as and when required
- participate fully in in-service training and professional development opportunities
- respect the confidentiality of information relating to pupils
- teach for 1 day per week within school and be prepared to teach in any area of the school
- be responsible for an agreed and designated area(s) of the curriculum
- undertake other such reasonable duties as shall be required by the Head teacher

- **Main subject leader duties:**

To facilitate collaborative working and promote a shared understanding of the curriculum requirements, each subject has both a subject leader and a shadow. In line with the School Strategic Plan and to support the development of both teachers and subject, planned MAST is provided. As a result of being a small school, some teachers are likely to have responsibility for subjects that are not their specialism.

Standards and Achievement

- Collate, analyse and compare school performance data for Literacy, Numeracy, PHSE or Science

Strategic Direction and Development

- support the head teacher and governors in the preparation and review of the subject Development / Improvement Plan taking into account best practice advice;
- liaise with relevant local and national agencies as appropriate, such as LEA advisory staff and other schools to ensure the school has awareness of good practice;

Teaching and Learning:

- support the head teacher and governors in the preparation and review of the subject policy in the context of other school policies and best practice advice;
- be responsible for preparing and maintaining an up-to-date curriculum overview and scheme of work for subject;
- advise the head teacher and governors on the purchasing and maintenance of equipment;
- assist other subject leaders with planning for the use of subject in their curriculum area;
- in liaison with head teacher be responsible for convening and leading on staff subject meetings to support implementation of subject Improvement Plan
- support the senior management team in the monitoring of teachers' planning for subject;
- support the senior management team in the monitoring of pupils' subject capability across the school;
- monitor that class teachers undertake assessment and recording of pupils' subject capability in-line with school policy;

Leading and Managing staff:

- assist in the identification of staff subject in-service training needs as part of the overall development plan and provide training and familiarisation where appropriate;
- support staff in developing teaching approaches and planning subject activities;
- support staff in the assessment, recording and reporting of pupils' subject capability;
- advise staff on the deployment and management of subject resources in their classrooms;
- advise staff, or indicate sources of advice, on suitable software; learning activities and good practice to support use of subject in curricular areas;
- undertaking personal and professional development in order to maintain an up-to-date knowledge of subject initiatives, technologies and pedagogy, in order to advise appropriately on future strategies and requirements;

Resource management:

- advise the headteacher and governors on resource requirements to support the subject policy and its priorities and consequent financial implications;
- ensure staff have access to appropriate resources to teach the programme of study for the subject and that resources are appropriately deployed;
- co-ordinate the work of any subject support staff and ensure provision is made for them to receive appropriate training;
- liaise with Third Party Support Providers as appropriate;
- liaise with the headteacher to ensure staff understand how the health and safety and appropriate use policies, and data protection legislation relate to subject use;

SAMPLE

These duties may be reviewed and amended in consultation with the post holder in the light of any changes/priorities identified within the school

Signed

Date