



Diocese of Norwich  
Education and  
Academies Trust

## The Nar Valley Federation of Church Academies

Executive Headteacher: Mrs Anne Neary

Web: [www.narvalleyfederation.co.uk](http://www.narvalleyfederation.co.uk)

### **Enhanced Specialist Provision Class Teacher Job Description**

<b>Post title:</b>	Enhanced Specialist Provision Class Teacher
<b>Reporting to:</b>	Head of School / Executive Head Teacher
<b>Responsible for:</b>	The provision of a full learning experience and support for SEN primary-age- students
<b>Liaising with:</b>	Executive Head Teacher, Head of School, teaching/support staff, LA representatives, external agencies, Governors and parents
<b>Contract:</b>	Fixed term 01/09/24 to 31/08/24, in the first instance
<b>Salary/grade:</b>	MPS

As an employee within the Federation, the post holder may be required to work at any of the three schools.

#### **Purpose and Scope:**

- Be responsible for the learning and achievement of all pupils in the ESP class ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012)
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

#### **MAIN DUTIES**

All teachers are required to carry out the duties as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the *Teacher Standards (2012)*. Teachers' performance will be assessed against the teacher standards as part of the appraisal process.

#### **Operational/ Strategic Planning**

- To assist in the development of appropriate long-term planning, resources, schemes of work and lesson plans in line with curriculum objectives
- To develop and foster the appropriate skills and social abilities to enable the optimum development of children, according to age, ability and aptitude.
- To plan and prepare lessons to deliver the curriculum as relevant to the age and ability group that you teach
- To contribute to the whole Federation's planning activities - liaising with colleagues and working flexibly, particularly in smaller schools.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate

#### **Curriculum Provision:**

- To assist the Executive Head Teacher / Head of School to ensure that each subject area provides a range of teaching which complements the Federation's objectives.
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn

#### **Curriculum Development:**

- Keeping up to date with changes and developments in the structure of the curriculum so as to ensure continued relevance to the needs of children, assessment bodies and the Federation's Strategic Objectives.

#### **Staff Development**

- To take part in the Federation's staff development programme by participating in further training and professional development
- To continue personal development in relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process.

#### **Deployment of Staff**

- To ensure the effective/efficient deployment of classroom support
- To work as a member of a team and to contribute positively to effective working relations within the Federation.

#### **Quality Assurance:**

- To help to implement Federation quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of each subject area in line with agreed procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To review, from time to time, methods of teaching and programmes of work

- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Federation.

**Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils in line with Federation expectations
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
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**Communication:**

- To communicate effectively with the parents and carers of children as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the Federation
- To follow agreed policies for effective communications within the Federation.

**Liaison:**

- To take part in liaison activities such as Outings, Activities, Open Days, Parents' Evenings
- To contribute to the development of effective subject links both internally and with external agencies
- To liaise with external agencies, as appropriate, to promote the academic and personal wellbeing of pupils.

**Management of Resources:**

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Executive Head Teacher / Head of School to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Federation, and the children.

**Pastoral System:**

- To be a Teacher to an assigned group of children
- To promote the general progress and well-being of individual children and the class as a whole
- To register children, accompany them to assemblies, encourage their full attendance and their participation in other aspects of Academy life
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required

- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- To contribute to the preparation of Action Plans, progress files and other reports
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of children and with persons or bodies outside the Federation concerned with the welfare of individual children, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place.

### **Teaching:**

- To teach children according to their educational needs, including the setting and marking of work carried out by the child at the Academy and elsewhere
- Have a clear understanding of the needs of SEN pupils and those with EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required
- To provide or contribute to oral and written assessments, reports and references relating to individual children and groups of children
- To ensure that English, Mathematics, PSHE and the National Curriculum are reflected in the teaching/learning experience
- To undertake a sequential programme of teaching, adapted to meet the needs of the learner
- To ensure a high-quality learning experience for pupils which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the schemes of work
- To maintain discipline in accordance with the Federation's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external assessment bodies, Academy and Federation procedures
- To mark, grade, analyse results and give written/verbal and diagnostic feedback as required
- To apply the Rewards Systems to encourage and recognise pupil progress

### **Other Specific Duties**

- To play a full part in the life of the Federation Academy community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- To run an extra-curricular activity
- To support the Federation in meeting its legal requirements for worship
- To actively promote corporate policies
- To continue personal development as agreed
- To comply with the Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the Federation's Code of Conduct
- To undertake any other duty as specified by STPCD as directed by the Executive Head Teacher / Head of School

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Federation will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you, this job description may be changed by DNEAT to reflect or anticipate changes in the job which are commensurate with the salary and job title.