

Foreland Fields School  
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**Headteacher: Adrian Mount**

## Job Description Teacher

**Salary:** Main Pay Scale/Threshold, plus SEN 1 Allowance

**Responsible To:** Head of Department, School Deputy Head, and ultimately the Headteacher

### Duties:

The general professional duties of all teachers are specified in "School Teachers' Pay and Conditions Document" which is updated annually

Meet the National Professional Standards for Teachers

To produce medium and short term plans for a class of pupils, drawing on agreed departmental Schemes of Work and kept in the agreed departmental format for teacher files

To ensure the effective delivery of educational programmes to pupils, working within a multi-disciplinary departmental team committed to consultation and planning at every stage - involving parents and in accordance with school policies

To act as a line manager to the Teaching Assistants who work in the class, monitoring and supporting them in accordance with the school's performance management policy

To work towards school improvement targets as agreed annually in the School Plan

To participate in systems of meetings and discussions designed to ensure regular exchange of information, effective decision-making and good liaison, both in and out of school

To take advantage of staff development opportunities linked to both school improvement and personal development needs

In line with the Code of Practice for Special Educational Needs produce the following:

- Agreed school assessments that contribute to the annual and end of Key Stage assessment processes
- Termly pupil goals in subjects as laid out in the school's APRER (Assessment, Planning, Recording, Evaluation and Reporting) Policy
- Individual Education Plans for each pupil which will be reviewed termly and updated annually
- Annual Report of pupils' progress for the annual review of their Statements of SEN
- A termly update of each pupil's Progress File

