## Laleham Gap School Job Description

# Special School Teacher

1. **Title and Grade of Post**

Special School Teacher – No TLR; SEN Allowance.

1. **Purpose of the Job**

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the head teacher.

1. **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the attached provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder’s title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the postholder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.

1. **Relationships**

The postholder is responsible to the headteacher for his/her teaching duties and responsibilities and for teaching tasks.

The postholder is responsible for liaison with special needs support services and other outside agencies as appropriate.

The postholder may be responsible for the supervision of the work of Teaching Assistants relevant to her/his responsibilities.

1. **Particular Responsibilities\***

The particular responsibilities attaching to the post of special school teacher are as follows:

* + - 1. to teach, according to their educational needs, pupils assigned to him/her in the allocated class or group;
			2. to control and oversee the use and storage of books and other teaching materials provided for class usage and to supervise the work of Teaching Assistants relevant to the allocated class or group;
			3. to maintain discipline in accordance with the rules and disciplinary systems of the school;
			4. to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole; and
			5. to promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy, which may include participation in outreach links with other schools in accordance with the school’s policy on inclusion.
1. **Key Tasks\***

The key tasks attaching to the post of special school teacher are:

* + - 1. to monitor and report to parents on the progress of pupils in the allocated class or group;
			2. to assess pupils’ achievements and progress in accordance with arrangements agreed within the school and by reference to the provisions contained in the pupils’ statements;
			3. to maintain records, attend case conferences and liaise with special needs support services and other outside agencies as required with regard to individual pupils; and
			4. to mark class or group attendance registers.