



Secondary/KS5
Grange Park School
Borough Green Road
Wrotham
Kent
TN15 7RD

Primary
Grange Park School at
Stansted
Malthouse Road
Stansted, Sevenoaks
Kent TN15 7PH



JOB DESCRIPTION

JOB TITLE	Humanities Teacher
SALARY POINT	Teachers Main or Upper Pay Scale + SENA
LIASION WITH:	Headteacher, Deputy Headteacher and Progress Leader(s)
START DATE:	May 2020
LOCATION:	Wrotham site, but with the flexibility to work at both Wrotham and Stansted sites if and when required

Purpose:

All pupils at Grange Park School have a diagnosis of Autism Spectrum Condition; teachers must be willing to work school leaders to demonstrate an understanding and built a knowledge of this in their teaching practice and be able to:

- Teach throughout the school, meeting the pupils' autistic and academic needs
- Coordinate the Humanities curriculum area; implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum for pupils, assuring its quality and monitoring its delivery and assessment across the whole school to meet the needs of all pupils
- To monitor and support the overall progress and development of pupils as a teacher and coordinate the personal development of pupils in their form group
- To contribute to raising standards of pupil attainment
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- Establish and develop links with Subject Leaders in mainstream and other special schools to promote the quality of whole school curriculum development.
- Ensure that the recording and reporting of pupil progress is used to promote effective teaching and learning by analysing and using the data for school improvement
- Develop, promote and monitor whole school policies and procedures
- Have reporting responsibility to Governors on School Improvement Issues related to areas of responsibility.

Reporting to:	Headteacher/Deputy Headteacher/Progress Leader(s)
Responsible for:	The provision of a full learning experience and support for pupils.
Liaising with:	Head/Deputy/SLT, teaching/support staff LA representatives, external agencies and parents.
Working Time:	Full-time (Part-time considered)
Salary/Grade:	MPS or UPS + SEN Allowance (As advertised, depending on experience)
Disclosure level	Enhanced

MAIN (CORE) DUTIES

Teaching:	<ol style="list-style-type: none"> 1. To teach, pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere. 2. To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required. 3. To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils. 4. To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils. 5. To undertake a designated programme of teaching. 6. To ensure a high quality learning experience for pupils which meets internal and external quality standards. 7. To prepare and update subject/project materials and resources. 8. To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus. 9. To maintain discipline in accordance with the School's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. 10. To undertake assessment of pupils as requested by external examination bodies, departmental and School procedures. 11. To mark, grade and give written/verbal and diagnostic feedback as required. 12. To ensure that extended learning tasks are set, completed and marked in accordance with departmental and School policy.
Operational/ Strategic Planning	<ol style="list-style-type: none"> 1. To assist in the development of appropriate syllabuses, resources, schemes of work/medium term plans, marking policies and teaching strategies within the curriculum area and in a wider context where necessary. 2. To contribute to the curriculum area and department's development plan and its implementation. 3. To plan and prepare courses and lessons. 4. To contribute to the whole School's planning and development activities.
Curriculum Provision:	To assist the Deputy Headteacher and the Leadership Team, to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives and enables every pupil to learn and progress.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the School's Strategic Objectives.

- Staffing:**
- Staff Development:**
- Recruitment/
Deployment of Staff**
1. To take part in the School's staff development programme by participating in arrangements for further training and professional development.
 2. To continue personal development in the relevant areas including subject knowledge and teaching methods.
 3. To engage actively in the Performance Management Review process.
 4. To ensure the effective/efficient deployment of classroom support.
 5. To work as a member of a designated team and to contribute positively to effective working relations within the School.
- Quality Assurance:**
1. To help to implement School quality procedures and to adhere to those.
 2. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed School procedures, including evaluation against quality standards and performance criteria.
 3. To seek/implement modification and improvement where required.
 4. To review from time to time methods of teaching and programmes of work.
 5. 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 School.
- Management Information:**
1. To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
 2. To complete the relevant documentation to assist in the tracking of pupils.
 3. To track pupil progress and use information to inform teaching and learning.
- Communications:**
1. To communicate effectively with the parents of pupils as appropriate.
 2. Where appropriate, to communicate and co-operate with persons or bodies outside of the School.
 3. To follow agreed policies for communications in the School.
- Marketing and Liaison:**
1. To take part in marketing and liaison activities such as Parents Evenings, EHCP/Annual Review meetings and liaison events.
 2. To contribute to the development of effective subject links with external agencies.
- Management of Resources:**
1. To contribute to the process of the ordering and allocation of equipment and materials.
 2. To assist the Deputy Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources.
 3. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils
- School Pupil Support:**
1. To be a Form Tutor to an assigned group of pupils.
 2. To promote the general and academic progress and well-being of individual pupils and of the Class Group as a whole.
 3. To register pupils, accompany them to assemblies, encourage their full attendance at School and at all lessons and their participation in other aspects of School life.
 4. To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
 5. To contribute to the preparation of Action Plans and progress files and other reports.
 6. To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
 7. To communicate as appropriate, with the parents/carers of pupils and with persons or bodies outside the School concerned with the welfare of individual pupils, after consultation with the appropriate staff.
 8. To contribute to PSHE and citizenship and enterprise according to School policy.
 9. To apply the Behaviour management systems so that effective learning can take place.

Other Specific Duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the School in meeting its legal requirements for worship.
- To promote actively the School's corporate policies.
- To continue personal development as agreed.
- To comply with the School's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the Headteacher not mentioned in the above.

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 school 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.



PERSON SPECIFICATION
Humanities / Class Teacher

Attributes

Qualifications and Training

Essential

Qualified Teacher Status
A good honours degree or equivalent

Desirable

Training or experience in areas relevant to the supplied job description

Experience

Successful teaching experience (or teaching practice)

Ability to lead a department

Have an understanding of the learning needs of children with ASC and be able to differentiate the work to engage them and promote learning.

Experience of teaching Key Stages 3, 4 and 5

Able to demonstrate successful teaching and learning strategies to personalise learning and help every pupil to achieve their potential

Experience of teaching the examination courses currently offered by the department

Experience of implementing classroom strategies to challenge all pupils including those with Additional Educational Needs

Experience of working to raise self-esteem of pupils as independent learners

Experience of teaching Key Stages 3, 4 and 5

Experience of using innovative approaches in the classroom

Able to demonstrate the delivery of cross curricular themes within subject teaching

Demonstrate the ability to plan effectively whilst retaining the flexibility to change according to circumstances

Experience of the use of ICT to enhance learning

Knowledge

Good knowledge of the subject

Knowledge of innovations in teaching and learning

A thorough understanding of how to structure delivery to ensure all pupils progress appropriately

Knowledge of new and emerging technologies

Knowledge of the use of data to support and develop learning and teaching

An understanding of current wider educational initiatives

Professional Qualities

Excellent attendance and time-keeping

The ability to challenge, influence and motivate others including pupils

Suitable skills and attitudes for working with children

Competent ICT skills

An understanding of how to raise standards

Strong teamwork skills

Excellent communication skills

Excellent organisational skills

Imagination, enthusiasm

Resilience and a sense of humour

Ability to demonstrate professional behaviour and standards at all times

Willingness to work with other subject areas to plan and deliver teaching and learning

A commitment to their own professional development.