**KENT COUNTY COUNCIL – BOWER GROVE SCHOOL**

**JOB DESCRIPTION**

**NAME:**

**JOB TITLE:** Teacher (West Borough Satellite)

**LINE MANAGER:** Assistant Head KS1/2

## Professional Duties related to your post

* You are required to carry out the duties of a school teacher as set out in the *School Teachers’ Pay and Conditions Document*, issued by the DfES. This appointment is subject to policies and procedures established by the Governors of the School.
* To maintain planning, assessment and reporting records in accordance with school policy.
* To undertake the responsibility for the welfare and educational attainments of the satellite pupils.
* To attend staff meetings at West Borough/Bower Grove as appropriate
* To be involved in target setting and to monitor and report on pupil progress both social/emotional and academic
* To undertake professional duties expected within the appraisal process.
* To share in the corporate responsibility for the well being and discipline of all pupils and to participate in extra curricular activities as required.
* To plan for, organise and manage designated Learning Support Assistants.
* To provide timely and effective induction and training about policy and practice within the satellite and West Borough School to designated Learning Support Assistants
* To manage the EHCP cycle for all satellite pupils and appropriate transition for Year 6 pupils
* To ensure best practice in supporting pupils with Autism Spectrum Conditions is in evidence at all times
* To be an ambassador for Bower Grove School within the West Borough community and liaise effectively with mainstream staff
* To deliver staff training in Autism as required
* To liaise regularly with parents and to welcome potential new parents on visits to the provision
* To ensure effective safeguarding strategies are followed
* To undertake Team Teach training at regular intervals as identified by Bower Grove School
* To communicate effectively with parents and other professionals as necessary.
* Any other task required from time to time.

## Curriculum

* To maintain subject programmes of work. These will be reviewed on an annual basis in line with the needs of the pupils..
* To take responsibility for requesting, ordering and monitoring appropriate resources for curriculum areas.
* To monitor the continuity and progress of learning, planning and assessment across the satellite year groups.
* To maintain an overview of the curriculum areas through regular research, attendance at relevant INSET and other appropriate activities.
* To maintain a curriculum development plan for the satellite which will be reviewed on an annual basis.
* To assist all staff contributing to the subject delivery within the satellite.
* To advise the Governors and senior leaders of all issues relating to pupil progress in the satellite.

This job description will be reviewed on an annual basis through the Appraisal process. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post after consultation with the Head Teacher. Teaching staff may be required to work at Bower Grove School or any of its Satellites.

Signed: …………………………………………. Date: …………………………………..

Signed: …………………………………………. Head Teacher