

northern**care** SCHOOLS

TEACHER'S JOB DESCRIPTION



Job Title : **Teacher**

Salary: To be negotiated within northerncare scales.

Reports To: **Head of Education/ Home Manager/ CSME**

Duties and responsibilities:

All members of staff have a description of the duties and responsibilities they are expected to undertake. These responsibilities are common to all teaching staff and describe the professional duties of a teacher at northern**care** Schools.

Teaching and Learning:

You are required to:

- Formulate and implement schemes of work and curriculum plans in line with school policies. These schemes of work and curriculum plans should be reviewed by the Children's Services Manager for Education.
- Plan and deliver lessons, as appropriate, to ensure the continuing educational, social and spiritual attainment of the young people.
- Teach, according to their educational needs, the pupils assigned to you including the setting and marking of work to be carried out by the pupil in school, as homework and elsewhere.
- Assess, record and report on the educational, social and spiritual development, progress and attainment of pupils.
- Keep accurate, up to date records for each pupil in your designated group.
- Prepare annual reviews, annual reports and any other relevant educational report to parents, carers and relevant others, for every pupil in your group, ensuring that reports from other members of staff are included as necessary.

The post requires you to teach pupils in the age range of the care home to which the school is attached. Your timetable should take account of the needs and interests of the young people, the requirements of the National Curriculum and the current needs of the school.

Staff Development

You will be expected to:

- Review from time to time your methods of teaching and programmes of study.
- Keeping abreast of current developments in special education. Participating in arrangements for your further training and professional development as a teacher as appropriate.
- Participate in any arrangements within a national framework for the appraisal of your performance and that of others where appropriate.
- Contribute to the professional development of other teachers and non-teaching staff including the induction and assessment of new and probationary teachers.

Management and Organisation

You will be responsible for:

- Ensuring that administrative and organisational tasks, including ordering, allocation and management of equipment and materials are carried out as appropriate, by yourself and any support staff.
- Ensuring that curriculum assessment, planning and recording procedures are in place.
- Participating in the management and supervision of staff providing support for the teacher/s in the school and organising the work of any Support staff engaged in the education process.
- Communicating and co-operating with people or organisations relevant to the educational, social or spiritual needs of the young people.
- Liaising with other professionals as and when appropriate to the needs of the pupils.
- Ensuring that the register is marked punctually and kept up to date as required by law. All absences should be reported to the Home Manager and a record kept in school.

Creating the Environment

- Promoting the general progress and well being of individual pupils and of the group of pupils assigned to you. Establishing a purposeful working atmosphere.
- Ensuring that displays are maintained in the classroom and adjacent corridors (if appropriate) that reflect the interests and achievements of the pupils and are relevant to the programmes of study being followed.
- Providing guidance and advice to pupils.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are in school and when they are engaged in educational activities off site.
- Implementing school policies and taking account of related care home policies.

Collective Review

- Participating in meetings at the school or Head Office that relate to the curriculum, administration or organisation of the school including pastoral meetings.

Parental, Carer, Appropriate Other Involvement

- Communicating and consulting with parents/carers and appropriate others.

Line management responsibility to and for

- (1) Responsible to the manager of the Care Home on a daily basis for , but responsible to the CSM for Education (or nominee) for all professional issues.
- (2) Responsible for the supervision of persons providing support in the classroom.

Health and Safety

You are required to cooperate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company Policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions that present a safety risk.

Equal Opportunities

northern**care** supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies Equal Opportunities Policy and Guide to Equality document.

Statement

This Job Description forms part of your Main Terms and Conditions of Employment. However, the above duties do not include or define all tasks that may be required by the postholder. The Company reserves the right to review and amend any part of the Job Description as and when deemed necessary for the purposes of the performance of your duties.

Job Description issued by

(Signature of CSME)

Copy received by

(Signature of Teacher)

Date
