



## CALDECOTT FOUNDATION SCHOOL

*The essence of the work of the Foundation is a commitment to facilitate personal and educational growth and development of the children and young people for whom we care.*

### JOB DESCRIPTION

#### Confidential

**Post:** Supply Teacher- Casual Employment

**Salary:** £120 - £150 per day

**Responsible to:** SLT

**Responsible for:** Teaching Assistants and residential staff working 1:1 with young people within class groups; improving educational outcomes for children and young people.

**Role:** To deliver high quality planning and assessment of need for teaching and learning which ensures continuity and progression in pupils' learning and social development.

**Duties:** To take the responsibility of curriculum coordination for a specified subject. Ensure detailed long term, medium term and short term planning. Ensure appropriate resourcing and support to non-specialist teachers. To monitor and evaluate all necessary assessment opportunities identified within your planning.

To participate in all education and care assessments. To evaluate, review and inform future target setting and base lining.

#### Teaching and Learning Tasks

1. Undertake long, medium and short term lesson planning, recording and evaluation of all lessons.
2. To provide assessment opportunities, evaluate, record and evidence progress/difficulties within weekly reporting in accordance with school policy and practice.
3. Maintenance of pupils' and class records including termly National Curriculum Attainment Levels.
4. Setting pupils' targets and monitoring progress towards these targets both within your own planning and through curriculum coordination support.

5. Setting and marking of regular homework in line with school policy and practice.
6. To plan for, organise the work of and manage, the Teaching Assistants and Education & Care Workers working in class.
7. To teach and support educational activities in other areas of the curriculum as appropriate under the direction of the senior management.
8. To be responsible for the development and coordination of a specific subject across the full age and ability range, up to and including GCSE, with reference to the National Curriculum and Programmes of Study.
9. To have responsibility for a class group, planning for positive outcomes in relation to the Every Child Matters framework.
10. To monitor and review the progress of individual pupils and groups of pupils, and to write Individual Education Plans and contribute to the Annual Reviews of pupils with a statement and the bi-annual PEPs for LAC Reviews. To maintain records and prepare and present reports.

### **Administrative Duties**

11. The maintenance, care and inventory of all stock and resources.
12. To maintain effective budgetary control with clear planning, as necessary.
13. To work within the model of care, attend, where necessary, a range of professional and multi-disciplinary meetings (internal and external) and ensure clear informative reporting is available.

### **Standards and Quality Assurance**

14. To participate in professional development, performance management and supervision processes and meetings.
15. To attend departmental, staff and other meetings and participate in activities which support the headteacher in the development of the school and its ethos and discipline.
16. To assist and support other members of staff to ensure the smooth running of the school and Foundation including involvement in extra-curricular activities when possible, and in-school special events; i.e. sports day.

### **Other Duties and Responsibilities**

17. To undertake cover responsibilities for absent colleagues when this is necessary.
18. To carry out other relevant and reasonable duties and responsibilities which may be required from time to time.

### **Health & Safety**

19. You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the Health & Safety of such employees and areas of the work place as fall under your direct control and for complying with legislation relating to such works and contracts within your direct responsibility.

### **Equal Opportunities**

20. To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
21. To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Foundation policy.
22. To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

This job description maybe varied to meet the changing demands of the school at the reasonable direction of the headteacher and following consultation.

May 2014