

## **Job Description**

<b>DIRECTORATE:</b>	Education, Early Years and Young People Directorate
<b>DEPARTMENT:</b>	Litchard Primary School
<b>POST:</b>	Teacher ALN
<b>GRADE OF POST:</b>	Teacher Salary Scale
<b>RESPONSIBLE TO:</b>	Headteacher and Governing Body

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### **JOB PURPOSE:**

Carrying out the professional duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Planning and preparing lessons having regard to the curriculum of the school.
- Teaching pupils in their assigned groups according to their educational needs, including the setting and marking of work.
- Assisting with the assessment, recording and reporting on the attendance, progress, development and attainment of assigned pupils and keeping such records as are required by the school's systems.
- Setting high expectations for pupils' behaviour and maintaining a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- Managing the work of support staff in the classes.
- Playing a full part in the life of the school community and supporting its ethos.
- Making records and reports on the personal and social needs of pupils and participating in such meetings.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when authorised to be on the school premises and when engaged in authorised activities elsewhere.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Teacher

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Relevant teaching qualification.</li> <li>Registration with the Education Workforce Council</li> </ul>	Yes	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Qualified to teach throughout the age range at various key stages and pupils of different levels of ability.</li> <li>Experience of working within a team.</li> <li>Knowledge of working with students with SLD, PMLD &amp; ASD.</li> <li>Experience of delivering accredited courses (applicable to SEN).</li> <li>Experience of working in a primary special setting</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and references
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to create a happy, challenging and effective learning environment.</li> <li>Flexibility in working as part of a team.</li> <li>Good interpersonal skills.</li> <li>Good organisational skills</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and references



Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Good ICT skills.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	Yes	