

## **Job Description**

<b>DIRECTORATE:</b>	Children & Family Services
<b>DEPARTMENT:</b>	Pencoed Primary School
<b>POST:</b>	ALN Teacher
<b>GRADE OF POST:</b>	Teacher Salary Scale + SEN Point
<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:**

- Develop positive relationships with all stakeholders, including children, staff, parents, governors and the wider community.
- Provide children with the knowledge, skills and experiences relevant to the curriculum for pupils at their current stage.
- Plan and prepare inspiring and engaging lessons and sequences of lessons that ensure pupils make progress over time.
- Select and prepare quality resources, taking into account children's interests and their learning needs.
- Foster an inclusive and nurturing learning environment where all pupils can thrive.
- Demonstrate commitment to engaging with families and contribute to the school's extensive family engagement work.
- Provide regular, constructive feedback that supports children to make progress, taking into account their different starting points.
- Differentiate teaching to meet the needs of all children, taking into account pupils' varying interests and experiences.
- Plan for the deployment of support staff.
- Contribute to assessment, recording and reporting in relation to attendance, progress and attainment of pupils and keep such records as required by the school's systems.
- Monitor pupil progress and communicate effectively with parents/carers and other professionals.
- Contribute to the development and review of Individual Development Plans (IDPs) in line with the ALN Code for Wales.

- Set high expectations for children's behaviour. Provide children with an environment in which they feel included, respected, safe and secure and when their achievements and contributions are valued and celebrated.
- Work collaboratively with class teachers in our 4 learning resource centres, mainstream classes, teaching assistants, and external agencies.
- Play a full part in the life of the school community and contribute to the wider life of the school.
- Safeguard children both when on 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 record check through the Disclosure & Barring Service (DBS)

## Person Specification

### ALN 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 General Teaching Council of Wales.</li> <li>Demonstrable commitment to continuing professional development</li> </ul>	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience and/or strong, demonstrable interest in ALN provision</li> <li>Good understanding of the ALN code and its implications for schools/learners</li> <li>Proven commitment to inclusion</li> <li>Good working knowledge of Curriculum for Wales</li> <li>Thorough understanding of safeguarding and child protection processes and procedures</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>Knowledge and experience of implementing research-informed, innovative approaches to teaching and learning</li> </ul>		
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to create a happy, nurturing and inclusive learning environment</li> <li>Highly motivated, consistently demonstrating high expectations of self and of children's achievements, behaviour and learning</li> <li>Ability to establish and maintain positive relationships with children, parents and carers, members of our Governing Body and our wider community</li> <li>Commitment to providing a rich curricular and extra-curricular experience for pupils</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> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Good verbal and written communication skills</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>• Effective ICT skills and confidence using emerging technologies within the classroom</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>• The ability to communicate through the medium of Welsh.</li> </ul>		