

# **NORTH RIDGE HIGH SCHOOL**

## **JOB DESCRIPTION: TEACHER**

**Post:** Class Teacher (1 SEN POINT)

**Reporting to:** The Headteacher, the Deputy Headteacher and Heads of Department.

### **Main Purpose of Post**

To teach pupils and student in the age range 11 – 19 years who have complex and persistent learning needs and an EHC plan. This will be with any pupils in the school. You will be a member of a team and will teach within your department and in other departments as required. You will have full responsibilities for a class and will be responsible for the education and pastoral care of this class.

### **Main Tasks**

The professional duties of a teacher are those set out in the Teachers Pay and Conditions of Employment Act, together with the additional duties set out by the Governor of the School.

1. To promote Manchester City Council's and the School Governor's Equality policy and other policies set out by the Governors of the School.

### **Teaching**

2. To assess the needs of pupils/students and plan individual learning targets to their needs.
3. To assess the effectiveness of the individual targets you have set.
4. To teach groups of pupils/students and subjects as required.
5. To lead and co-ordinate the work of the staff in your class.
6. To make use of the resources within the community by organising education visits to support areas of the curriculum.
7. To attend, as required, appropriate meetings about pupils/students you teach.
8. To use ICT to support teaching and learning in all areas.

### **Tutor Role**

9. To ensure individual targets are set in each curriculum area each term and that the end of year report is completed for all pupils/students in your tutor group.
10. To lead the statutory annual EHC review for pupils/students in your tutor group.
11. To ensure that staff throughout the School understand the behaviour, feeding and other specific needs of pupils/students in your tutor group.
12. To attend, as required, appropriate meetings about pupils/students in your tutor group.

### **Record Keeping**

13. To use ICT to keep pupil/student records up to date by implementing the record keeping systems used in School.
14. To use ICT to write reports concerning pupils/students you teach who are in your tutor group.

### **Home/School Links**

15. To maintain contact with parents/carers through the home-school diary and other contact.
16. To be present and contribute to parent meetings, parents evenings and open days for parents.

### **Curriculum Management**

17. To take responsibility as a curriculum co-ordinator for the management and organisation of subject
18. To manage the budget for subject

### **Staff Development**

19. To take an active part in the School's Staff Development Programme.
20. To take part in a Professional Development Review with the Performance Management Cycle.

### **Inclusion**

21. To be actively involved in promoting and supporting inclusive experiences for all pupils both within North Ridge High School and if required in the local mainstream high school and local community.
22. To be able to lead relevant sessions/ training in the different settings offered by North Ridge.

### **General**

23. To be aware of and follow the School's Health and Safety Guidelines.
24. To understand and actively promote the School's Equality Policy and guidelines.

### **Specific Responsibilities as subject Co-ordinator**

1. To write a policy and scheme of work and update it according to the needs of the pupils and any changes in DFE guidance.
2. To co-ordinate the spending of the subject budget.
3. To update the subject Action plan annually.
4. To maintain an up to date list of subject resources.
5. To organise training for staff in the area of subject.
6. To support teachers in planning subject lessons.
7. To monitor teaching of subject across the school to evaluate training needs, changes to the Scheme of Work and additional resources required and the impact your curriculum has on the progress made by pupils.
8. To attend courses to update skills and cascade to other staff in school.

**North Ridge High School**  
**April 2020**