

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## JOB DESCRIPTION

### Provision Teacher Outer London MPS/UPS + SEN point

#### General duties and teaching responsibilities

- Adhere to and demonstrate good or outstanding performance against the national teaching standards
- Maintain an up-to-date knowledge of key curriculum areas linked to the role
- Ensure teaching and learning meets all statutory requirements as defined by Ofsted/ DfE/ exam bodies and other external bodies
- Create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- Provide planning through curriculum mapping that clearly shows how pupils' skills and knowledge are being built upon
- Provide detailed schemes of work for every year group that provide information around topic, objectives, outcomes, differentiation, methods of assessment and resources
- Use schemes of work to support short planning and preparing lessons in order to deliver the curriculum, ensuring effective breadth and balance
- Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- Implement the school's marking and feedback policy and procedures
- Take on the role of a tutor including the planning and delivery of interventions to support EHCP outcomes
- Deliver interventions as directed by the Head of Provision
- Responsible for effective classroom management and pupil welfare including the logging and recording of incidents
- Take part in Provisions trips and residential visits as required
- Teach lessons that are creative, engaging and inspiring for the pupils, including English and/or Maths, National Curriculum and vocational courses
- Helping to maintain a safe orderly environment and discipline among pupils, safeguarding their health and safety
- Organise and manage groups or individual pupils, ensure differentiation of learning needs, reflecting all abilities; using visual support such as Makaton or Inprint
- Be responsible and effective in dealing with classroom management and conflict resolution
- Plan opportunities to develop the social, moral, emotional and cultural aspects of pupils' learning

	<ul style="list-style-type: none"> <li>• Ensure lessons are catered to the needs of the pupils including personalised educational health care targets of the pupils</li> <li>• Ensure the classroom is well organised, tidy and that classroom display is educational and celebratory of pupils' achievements</li> <li>• Provide &amp; monitor home learning where appropriate for pupils</li> <li>• Ensure effective use of support staff within the classroom</li> <li>• Participate in staff meetings and deliver presentations and training as required</li> <li>• Communicate and consult with parents over all aspects of their child's education - academic, social and emotional - attend parent/carer meetings</li> <li>• Undertake a break and lunch duty in the school week</li> <li>• Work as a team player reporting directly to the Head of Provision</li> </ul>
<b>Strategic responsibilities</b>	<ul style="list-style-type: none"> <li>• Be a team member able to contribute positively to effective working, reporting to the relevant Head of Department</li> <li>• Contribute to targets for raising the achievement of pupils</li> <li>• Have an outward facing approach and be willing to network with schools, colleges and other organisations to provide innovative opportunities for pupils</li> <li>• Act as a role model to others, demonstrating high standards of professionalism in all aspects of practice</li> <li>• Actively promote the school's Vision, Values and policies to pupils, staff and other members of the school community</li> <li>• Play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and pupils to follow this example</li> <li>• Contribute to whole school and wider community development</li> <li>• Implement whole school policy and practice</li> <li>• Attend department and wider school meetings</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Participate in professional development and keep abreast of developments and future initiatives in the field of teaching</li> <li>• Take part in wider staff training and development, for example in key areas such as safeguarding</li> <li>• Engage actively in the Performance Management Review process</li> <li>• Be reflective and continually strive for self-improvement</li> <li>• Comply with and enforce all policies and regulations relating to Child Protection and Safeguarding</li> <li>• Demonstrate suitability to work with children</li> <li>• Comply with the school's Health and Safety Policy and undertake risk assessments where required</li> <li>• Understand and comply with data protection regulations</li> <li>• Demonstrate a record of excellent attendance and punctuality</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Adhere to the school's Staff Code of Conduct and dress code</li><li>• Undertake any other duties as reasonably requested by the Headteacher</li><li>• Satisfactory references and an enhanced DBS are required</li></ul> |
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