

**Arbour House School**

**Job Description**

**Job Title:** Primary Teacher x 2

**Salary Range:** Main Pay Scale, depending on qualifications and experience, plus generous SEN Allowance.

**Pension Arrangements:** Membership of the Teachers’ Pension Scheme

**Location:** Arbour House School, Weymouth

**Reporting To:** Headteacher/Deputy Headteacher

**Context:**

Arbour House School is a small, independent specialist provision for young people with complex social and communication difficulties, particularly autism.

We provide a bespoke, individualised curriculum based on an adapted National Curriculum model to enable children aged 6 –18 years old to achieve their full potential, contribute to their communities, gain meaningful employment, or progress to further education.

**Core Purpose of the Job**

Due to continued expansion we are looking for qualified and experienced Primary teachers.

The post holder will lead and support a class team on our Primary site, which will ensure the highest possible quality of education for all pupils, enabling them to reach their maximum potential in all areas of learning and relevant life skills.

The postholder will support the Headteacher in developing positive relationships with outside agencies, including Local Authorities and the wider local community.

**Main Responsibilities**

**Teaching and Learning.**

* Planning, preparing and delivering lessons to all pupils in the class
* Teaching according to the educational needs and abilities and of each individual pupil
* Adopting and working towards the implementation of the School Development Plan
* Assigning, monitoring and marking work carried out by pupils
* Assessing, recording and reporting on pupil progress and attainment
* Providing or contributing to oral and written assessments and reports for pupils
* Promoting the well-being of pupils
* Providing guidance and advice to pupils on educational and social matters, further

education and career opportunities, signposting to more expert advice where

necessary.

* Communicating, consulting and co-operating with other members of the school

staff, including those having posts of special responsibility and parents /guardians to ensure the best interest of pupils

* Reviewing and evaluating teaching and learning strategies in line with Arbour House ethos, values, philosophy and practise
* Advising and co-operating with the Headteacher and other teachers in the

preparation and development of schemes of work, resources and teaching

materials, assessment, and pastoral care arrangements

* Ensuring high standards of professional practice and quality of teaching and

Learning through effective dialogue, participating in reciprocal peer review and

observation of teaching by the Headteacher

* Participating in training courses as appropriate to the post, and actively pursuing

continuous professional development opportunities (CPD).

* Maintaining good routine, order and positive pupil behaviour, and safeguarding their health and safety at all times
* Participating in staff, group or other meetings related to the school curriculum or

pastoral care arrangements for pupils

* Contributing to the professional development of Teaching Assistants, as agreed with the Headteacher
* Registering and monitoring the attendance of pupils under one’s care
* Sharing in the effective management, organisation, order and discipline of the school
* Nurturing a culture where teachers view themselves as facilitators of learning and

reflective practitioners

* Participating in and contributing to any meetings or reviews with colleagues,

parents, SMT, and other professionals/stakeholders working with the pupils

* Ensuring that schemes of work and lesson plans are handed to the TA in good time so that the necessary adaptations and resources can be provided to meet the individual pupils’ SEN
* Regularly discussing, monitoring and supporting the work of the class TA
* Making use of ICT devices/aides and other adaptations during lessons

**Pupil Progress and Welfare**

* Ensure that Arbour House meets its statutory obligations for safeguarding and promoting the welfare of all pupils.
* Cooperate and work with relevant agencies to safeguard and protect children and promote their welfare.
* Ensure that the individual needs of each pupil are met and that each pupil is learning according to a bespoke individualised curriculum based on an adapted National Curriculum model
* Ensure that each pupil is appropriately assessed at each stage of development and that progress is constantly monitored, recorded and evaluated.
* Ensure that learning and achievement is systematically recorded and is used to plan individual objectives.
* Establish an environment of good order and behaviour to allow every pupil to develop to their full potential.
* Ensure that all pupil records and information are stored according to DfE guidance and GDP regulations.