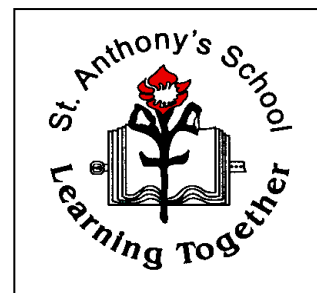


ST. ANTHONY'S SCHOOL

JOB DESCRIPTION



Post Holder:

Job Title: Associate Teacher Primary Department

Accountable to: Headteacher, Deputy Headteacher, Assistant Headteacher, Senior Leadership Team, Middle leadership team.

Liaising with: Deputy Headteacher, Assistant Headteacher; Senior Leadership Team, Middle Leadership Team, Teachers; Support Staff, parents/carers and other relevant external agencies.

Duties: To carry out the professional duties of an Associate Teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

Job Purpose: To facilitate and support the ASD provision in the Primary Department

Working Time: Full-time 32 hours - term time only + 1 weeks INSET

Disclosure Level: Enhanced

Planning Time: ½ day TBC

Responsibilities

Operational/Strategic Planning

- 1.1 Under the guidance of the Deputy Headteacher, support the Key Stage 1/2 leader and class teacher in the preparation of appropriate resources, schemes of work, marking policies and teaching strategies
- 1.2 To support the Special Support Assistants/ Teaching Assistant prepare lessons
- 1.3 To contribute to school wide planning activities
- 1.4 To follow the school policies and procedures

Curriculum Provision

- 2.1 To support pupils during lessons and breaks

Human Resource Management

- 3.1 To participate in the school's staff development programme by participating in the arrangements for training and professional development when in school time
- 3.2 To engage in the performance management process including the performance management of staff
- 3.3 To contribute positively to effective working relations within the school

Communication

- 4.1 To communicate effectively with all staff, pupils and parents/carers
- 4.2 To follow agreed policies for communication within the school
- 4.3 Where appropriate communicate and co-operate with outside agencies

Management of Resources

- 5.1 To support staff to ensure that resources are shared and used effectively throughout the school

Pastoral Care

- 6.1.1 To support the Key Stage 1/2 ASD teacher with an assigned group of pupils
- 6.2 To encourage support staff in promoting the general progress and well being of individual pupils and the Department as a whole
- 6.3 To assist the Key Stage 1/2 ASD teacher and support staff monitor the progress of pupils and keep up-to-date records as required
- 6.4 To alert appropriate staff to problems experienced with pupils

- 6.5 To support the Key Stage 1/2 ASD teacher in the behaviour management policies and procedures so that effective learning can take place
- 6.6 To contribute to the preparation, implementation and monitoring of pupil's Individual Education Plan
- 6.7 To communicate as necessary with parents of pupils and with outside agencies concerned with the welfare of individual pupils

Personal Responsibilities

- 7.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example
- 7.2 To actively promote the school policies and procedures
- 7.3 To be responsible for own professional development
- 7.4 To be aware of and adhere to the applicable rules, regulations and legislation procedures including the school's Equal Opportunities policy and code of conduct (including Health and Safety, Data Protection) and undertake risk assessments as appropriate
- 7.5 To be courteous to colleagues, pupils, parents/carers, visitors and telephone callers and provide a welcoming environment
- 7.6 To undertake duties before the school day, at break, lunchtimes and at the end of the school day
- 7.7 To attend meetings punctually including staff meetings

Specific Responsibilities

The Associate Teacher (Autism Department) will facilitate and support the teaching and learning of pupils in the Autism Department and be expected

- 8.1 To establish a professional, supportive and appropriate relationship with pupils concerned
- 8.2 To ensure school and classroom routines are adhered to
- 8.3 To encourage communication through the use of verbal and visual clues, signs and symbols
- 8.4 To motivate and encourage pupils in their learning
- 8.5 To meet pupil's physical, social and emotional needs whilst encouraging independence
- 8.6 To ensure pupils are able to use the equipment and materials provided
- 8.7 To support pupils individual learning style in line with their targets
- 8.8 To work with the whole class, individual pupils or groups
- 8.9 To prepare, deliver and clear away resources for a group of children, used in activities
- 8.10 To provide regular feedback about pupils to staff and parents/carers
- 8.11 To assist in the use of Information and Communication Technology equipment
- 8.12 To assist in the wider aspects of school life e.g. educational visits and sports days
- 8.13 To liaise and consult with all members of staff
- 8.14 To be aware of the school's child protection procedure and report any concerns as appropriate

The Associate Teacher (Primary Department – ASD Key Stage 1/2) will:

- 9.01 Undertake the necessary administration and organisation of the daily running of the Key Stage 1/2 autism classes within the Primary Department when and as required.
- 9.02 Supervise, manage and participate in the daily activities so as to ensure their success
- 9.03 Obtain parental/carer consent for activities
- 9.04 Work closely with outside agencies and school based teams, to include S&L, OT, Physiotherapy, Pastoral Manager, Medical Support Manager, and Support Centre
- 9.05 Review the success of and provide feedback to students, parents/carers and the Senior Leadership Team through newsletter, and official paperwork
- 9.06 Be aware of confidential issues linked to the daily routines and to ensure the confidentiality of such sensitive information
- 9.07 Be aware of and apply the principles of the Every Child Matters and Community Cohesion agenda in all aspects of the role
- 9.08 Effectively manage own working time, recognising the need for flexibility in the pattern of the working day as needs arise
- 9.09 Ensure that all Support Staff and Teaching Assistants are aware of the expectations for activities in the Department
- 9.10 Ensure all support staff are fully briefed on their duties
- 9.11 Ensure the bursar has resource lists in time and monitor budget over the year

Notes

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually as part of the performance management process and it may be subject to modification or amendment at any time after consultation with the post holder.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties of the post.

Signed : **Post Holder**

Date:

Signed: **Deputy Headteacher**

Date: