

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title: Teacher of Support for Learning
Section: Secondary
Responsible to: Principal Teacher
Responsible for:

Post Ref:
Grade:

JOB PURPOSE

To deliver quality education to assigned pupils and contribute, within a collegiate ethos, to the professional life of the school.

PRINCIPAL WORKING CONTACTS

Head Teacher
Depute Head Teacher
Teaching Staff
Support Staff
Visiting Specialists
Outside Agencies
Parents/Carers
Pupils

MAIN DUTIES

Teaching assigned classes together with associated preparation and correction

To include:

implementing school policies
developing and employing a variety of teaching approaches to take account of the range of abilities, aptitudes and learning styles
planning and teaching to ensure appropriate progression and continuity
issuing, marking and monitoring homework

Developing the school curriculum

To include:

producing appropriate course outlines
providing appropriate teaching resources
providing advice to the Principal Teacher (Curriculum) or Senior Management Team regarding requirements of the curriculum and necessary resources

Assessing, recording and reporting on the work of pupils

To include:

completing all returns timeously and accurately
providing assessment information in the format agreed by the school

providing pupil reports in the format agreed by the school

Preparing pupils for examinations and assisting with their administration

To include:

conducting internal assessments
 providing information to enable support staff to undertake administrative tasks required by school, SQA and other examining bodies
 invigilating internal examinations

Providing advice and guidance to pupils on issues related to their education

To include:

setting individual pupil targets
 monitoring pupil progress
 providing advice on progression based on past performance and with reference to school policies and guidelines
 contributing to the pastoral care of pupils

Promoting and safeguarding the health, welfare and safety of pupils

To include:

ensuring that the teaching area is a safe environment for pupils
 operating school and local authority policies regarding health, welfare and safety
 operating agreed policies and procedures to support and protect pupils

Working in partnership with parents, support staff and other professionals

To include:

providing internal reports for Principal Teachers (Curriculum), Principal Teachers (Pastoral) and senior management
 providing appropriate information to parents at relevant times and pupil stages

Undertaking appropriate and agreed continuing professional development

To include:

participating in the education authority's policy on staff development and review
 undertaking continuing professional development and maintaining an up-to-date record

Participating in issues related to school planning, raising achievement and individual review

To include:

participating in the production of department and school plans
 participating in progressing and monitoring department and school plans
 participating in initiatives to raise achievement
 participating in working groups as directed

Contributing towards good order and the wider needs of the school

To include:

promoting positive behaviour within and outwith classes
operating agreed policies and procedures in the school's positive behaviour system
contributing towards the pastoral care of pupils by providing non-specialist pastoral care.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Teacher of Support for Learning

DEPARTMENT/SECTION: Children and Families - Secondary School

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	GTCS Registered (Primary, Secondary, ASN)		Application Form
RELEVANT WORK/OTHER EXPERIENCE	Knowledge of relevant curriculum areas Awareness of main current issues in Scottish education Demonstrate application & knowledge of Curriculum for Excellence Evidence of appropriate Professional Learning in a range of areas		Application Form
PARTICULAR SKILLS/ABILITIES	Good communication skills (oral and written) Good interpersonal skills		Interview/ References/ Application Form
PERSONAL QUALITIES	Positive & caring approach & commitment to young people & staff Relates well to others (pupils, parents, staff, etc)		Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to undertake curriculum/personal development Willingness to participate fully in the life of the school Willingness to accept the standards of the school Willingness to work as part of a team Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update Roman Catholic Church approval is required for posts in RC schools		Interview/ Application Form

