



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



<u>JOB PROFILE</u>	
Department	Teaching and Learning
Job Title	Numeracy / Literacy Subject Lead
Reports To	Associate Principal / Head of School
Level / Grade	MPS/UPS (Outer London) + SEN TLR 2B
Job Purpose	<p>You are engaged as a teacher and as such shall carry out the professional duties, as provided for under the School Teachers' Pay and Conditions Document.</p> <p>The post requires you to teach students in the age range 7 – 19yrs.</p> <p>Responsible for class teaching and development of numeracy throughout the school</p> <p>Responsible for communicating to the whole staff on developments in your curriculum area.</p> <p>This is a Teaching and Responsibility post and, as such, requires you to be responsible for ensuring the continued delivery of high quality teaching and learning, for which you are made accountable, in Numeracy.</p>



JOB DESCRIPTION

Principle Duties and Responsibilities

Main Tasks

1. To ensure statutory requirements of National Curriculum for your subject is met.
2. To be responsible for the coordination and development of your subject, working with the teachers as appropriate and reporting to the Governing Body / Committees through termly report sheets and other reports as necessary.
3. In line with our Monitoring Programme, to take responsibility for monitoring standards and to advise on actions necessary to improve standards in your subject throughout the school, taking account of all students' individual needs. A variety of methods are to be used for monitoring including student interviews and scrutiny of planning, display and student's work. Monitoring may include also classroom observations.
4. To make sure that long, medium- and short-term planning and individual student planning is carried out and implemented by teachers within the framework of school policy and procedures.
5. To have overall responsibility for the supervision of the support staff supporting students in Numeracy.
6. To be responsible for induction, mentoring and supporting the professional development of all staff involved in the delivery of Numeracy.
7. In line with the School Assessment Policy review and, if necessary, amend the current system of recording, monitoring and evaluating student's progress, including end of year assessments, to inform future teaching and learning.
8. To prepare and review, annually your Subject Development Plan, feeding into the School Improvement Plan.
9. Work closely with the Speech and Language Therapists to develop and implement a communication strategy across the school.
10. In line with the School Assessment Policy, to review and, if necessary amend the current system of recording, monitoring and evaluating student's progress, including end of year assessments
11. To prepare and review, annually, the Subject Development Plan, feeding into the School Improvement Plan.
12. To be involved in the overall review and updating of the School Improvement Plan
13. To demonstrate good practice in your subject area, using a range of teaching and learning styles and to support all staff that teach or provide teaching support within the subject area.
14. To be aware of new initiatives in your subject area and to develop links with support and other outside agencies. To then advise other colleagues accordingly, e.g. development of INSET in consultation with our Continual Professional Development Co-ordinator, and leading staff meetings.
15. To control, evaluate and requisition materials and resources for your subject/area, including the Library and Literacy support groups, within the appropriate subject budget
16. To demonstrate good practice in your subject/area, using a range of teaching and learning styles and to support all staff that teach or provide teaching support within the subject/area.
17. To be aware of new initiatives in your subject and to develop links with support and other outside agencies. To then advise other colleagues accordingly, e.g. development of INSET



in consultation with our CPD (Continual Professional Development) Co-ordinator and leading staff meetings.

18. To be aware of and to work with our ICT Leader to inform all teachers of ICT developments and resources in relation to your subject/area and to facilitate differentiation and challenge in the classroom.
19. To control, evaluate and purchase resources for your subject, support groups, within the appropriate subject budget and working with the Associate Principal, within other subject specific funding as available.
20. To maintain an up-to-date list of resources available and to co-ordinate the use of a safe, tidy and efficient storage and retrieval system.
21. To be responsible for the preparation, implementation and regular review of the Policy Documentation for your subject/area (i.e. Policy Statement/Guidelines and Scheme of Work).
22. To establish and maintain communication with the link Governor for your subject/area, keeping them fully aware of all developments and communicating these with parents as appropriate.
23. To monitor and evaluate Teacher assessments/test results as appropriate and general students' progress, advising the Executive Principal and Leadership Team on action required to raise standards and evaluating impact of such actions on the students learning.
24. To work with the Assessment Manager to ensure that the systems in place for assessment have a direct impact on raising standards in the classroom.
25. To be responsible for all aspects of assessment in your subject and for leading the analysis of data and the improvement of the effectiveness of assessment for supporting student achievement.
26. To maintain and manage records of all current practice and developments in Numeracy across the school, CPD Co-ordinator and leading staff meetings.

Quality Assurance

27. In line with our Monitoring programme, take responsibility for monitoring standards and to advise on actions necessary to improve standards throughout the school, taking account of students individual needs.

Personal Development

28. Further develop knowledge in teaching students with special educational needs, including those with complex learning needs
29. Undertake relevant training and development as required, including behaviour management and safeguarding training.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.



We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.



PERSON SPECIFICATION		
Criteria	Essential	Desirable
<u>Qualifications and Training</u>	<ul style="list-style-type: none"> • UK recognised qualified teacher status • Degree or equivalent 	
<u>Knowledge and Experience</u>	<ul style="list-style-type: none"> • A good/outstanding teacher. Part of the interview process will involve a lesson observation • Knowledge and understanding of the National Curriculum • Experience of differentiating learning for students with severe and complex needs SEN • Experience of setting individual education plans • Experience of assessing students with SEN • Experience of writing progress reports for students with SEN • ICT literate 	<ul style="list-style-type: none"> • Experience and/or training in managing challenging behaviours • Experience of working as part of multi-disciplinary educational team
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • Excellent organisational skills. • An imaginative and creative approach to learning • A hardworking, dynamic, enthusiastic and flexible approach to tasks and problem solving • Ability to manage your workload and work under pressure • Ability to work as part of a team 	
<u>Personal Attributes</u>	<ul style="list-style-type: none"> • Ability to manage and motivate class team • A flexible approach to work • Excellent interpersonal, written/oral communication skills to a range of audiences, colleagues, parents and other professionals. • A desire to continue the development of professional skills • Commitment to the ethos and practices of the school. promote a positive image of the school • A commitment to equality and diversity 	