

JOB DESCRIPTION

QTS TEACHER

Reports to	Lead Teacher and Deputy Head Teacher
Responsible for	N/A
Hours	Monday to Friday, 34.75 hours per week. Jigsaw School term times (over 3 terms)
Annual Leave	44 days paid holiday plus Bank holidays

Job Overview

You will support pupils with autism and related disabilities using behaviourally based instruction and positive reinforcement techniques to accelerate learning. Working within small classes on a 1:1 basis and in groups, you will use individual learning plans to meet pupils' individual needs and achieve their full potential. You will design, plan and deliver teaching sessions to encourage pupils' development and accelerate learning.

Main duties and responsibilities

- Provide behaviourally based instruction to pupils to help them achieve their full potential
- Meet pupils' individual needs through effective personal support planning and review, and constructing good relationships with the pupils
- Work closely with other Qualified Teachers to plan and deliver school-wide curriculum activities such as Topic, PE, Food Technology and organising themed days and events such as history week, cultures and languages week and healthy eating week
- Contribute to the design of an engaging school and individual curriculum by providing differentiated long-, medium- and short-term plans for the allocated area of responsibility
- Oversee the implementation and evaluations of curriculum plans across the school for allocated area of responsibility
- Contribute to the production, organisation and maintenance of appropriate curricular and teaching materials ensuring pupils receive a broad and balanced curriculum relevant to their age, abilities and interests
- Interact and participate with the pupils in the development of skills, supporting pupils with their social and emotional development
- Support the delivery of Key Stage 4 and 5 programmes and qualifications for students, including assessments, recording evidence and internal moderation
- Participate in rotas for supervising indoor/outdoor playtime for all pupils and encouraging good play
- Encourage and enable pupils to maintain acceptable levels of personal and environmental hygiene, provide personal care (toileting, feeding) for pupils
- Take part in extra-curricular and off-site activities with pupils during school hours, and taking the lead on educational visits
- Undertake in-house and external training to keep up-to-date with National Curriculum changes
- Understand and actively implement all school policies on curricular matters
- Progress your personal development by practical and theoretical training to ensure satisfactory understanding and practice of teaching duties
- Participate in staff meetings as required and contribute towards the school's curriculum newsletter
- Develop your knowledge of autism spectrum disorders and associated disabilities
- Undertake any other tasks which can be reasonably expected in relation to the role
- Adhere to all company policies and procedures within defined timescales

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PERSON SPECIFICATION

Knowledge, skills and experience

- Minimum Grade C or Grade 4 GCSE in English Language & Maths or equivalent
- Teaching qualifications (QTS/QTLS)
- Mainstream teaching experience within the UK school system and an understanding of the UK National Curriculum
- Experience of working with children and/or young adults with or without special educational needs and disabilities (SEND)
- Interest/experience in the issue of SEND/autism spectrum disorders and psychology
- Commitment to our regular and ongoing professional development programme and training
- An understanding and personal commitment to safeguarding and promoting the welfare of children and young people
- Able to perform tasks of a physical nature (often demanding) including twisting and stooping and working at a lower height
- Ability to work as part of a team and build good working relationships with pupils, carers, parents and staff
- Emotional resilience and maturity when working with challenging behaviours
- Confidence in maintaining confidentiality and discretion
- A positive, can-do attitude

Personal qualities

Achieving results

- Identifies critical connections and patterns in information and/or data
- Anticipates and thinks ahead about next steps
- Modifies an existing idea, working practice to enhance own performance
- Generates results by acting in a focused way and within the dealines; finds ways to go around obstacles with minimum guidance
- Writes information coming from multiples sources in a logical and comprehensive manner
- Manages the workload and completion of tasks by setting timelines and milestones, and involving stakeholders to deliver on time
- Assumes additional responsibilities to facilitate the achievement of team goals

Building relationships

- Follows-up with relevant people during and after the delivery of services to ensure that pupils' needs have been met
- Prioritises pupils' issues and addresses them accordingly
- Listens actively, considers people's concerns and adjusts own behaviour in a helpful manner
- Persuades by using concrete examples to make a point
- Listens to differing points of view and promotes mutual understanding
- Shares knowledge about and encourages others to keep up-to-date with the Organisation's rules, structures, networks, systems and environment
- Raises compliance, ethical or other issues to protect the Organisation's reputation and obligations

Planning for the future

- Actively shares knowledge among peers or offers advice to less experienced colleagues
- Self-assesses against standards for current position to identify learning needs
- Is able to present the Organisation's priorities as they relate to own area of work

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.