

MUNTHAM HOUSE SCHOOL

Job Descriptions - Teaching Staff

General

1. To work within guidelines for professional duties, as set out in 'Conditions of Employment of School Teachers' (Part XII School Teachers' Pay and Conditions Document 2005 annually reviewed).
2. To work within guidelines for 24 hour behaviour management programme, as set out in school's behavioural plan.
3. To have a commitment to the schools mission and aims. To be active in the observation of behaviours, planning and implementation of individual management programmes and in monitoring, evaluating and revising as appropriate on a regular basis. This is to involve close liaison with all staff working within the school.
4. To facilitate the reintegration of pupils into the appropriate environment. This will be for social and academic development and may involve short or long-term programmes, or both. This will require close contact with home and schools as appropriate.
5. To teach, as required, groups of pupils from ages 8-18.
6. To demonstrate a commitment to the development of the school. This will include participation in and to staff in-service training, formal and informal discussions with staff, the need to work as an equal part of the whole group and an ability to offer innovative ideas and present them to the group.
7. To demonstrate a commitment actively to develop as a professional. This will involve career planning and participation in in-service training in school, in county or out of county as appropriate.

Curriculum responsibilities.

To have specific responsibility for the[subject/area] curriculum [key stage] within the school. This responsibility includes consideration to the following:

1. To research, compile and revise curriculum area according to agreed guidelines.
2. To initiate discussion with others responsible for writing and/or teaching that curriculum area.
3. To present written policy to staff at meetings.
4. To update National Curriculum folders for that area as appropriate.
5. To keep informed of initiatives from Governors, LEA and others in relation to that curriculum area.
6. To oversee coverage of that curriculum area within all key stages.
7. To organise documentation and resourcing in 'Resources Room'.
8. To initiate the generation of resourcing for that curriculum area.

Tutor responsibilities

1. To maintain an overview of young peoples' performance in the assigned tutor group.
2. To be responsible for the management with a named residential key worker for the main file of the young people in the tutor group
3. To monitor the progress of the young people in the assigned tutor group in particular the areas outline above General para. 3.
4. To form supportive and challenging relationships with tutor group and their Parents and carers
5. To attend any reviews of the individuals with the assigned tutor groupm wherever possible in consultaion with Senior Management.

Line management responsibility is to the Head of Education.

This job description is subject to alteration by mutual discussion on an annual basis.