

## St Richards RC Primary School

### Inclusion Teacher

#### 1. INTRODUCTION

- 1.1 NAME OF POSTHOLDER: TBA
- 1.2 JOB TITLE: Inclusion Teacher
- 1.3 JOB PURPOSE: Be responsible for the day-to-day operation of SEND & Inclusion provision for pupils.  
  
Provide professional guidance in the area of inclusion to secure high-quality teaching and improved standards of achievement for all pupils.  
  
Undertake the duties of a class teacher.
- 1.4 Line Management: Reporting to - SENDco Lead
- 1.5 Liaising With: Headteacher, senior leadership team, teachers, support staff, parents, LA representatives and external agencies.
- 1.6 Salary Scale: Classroom Teacher Pay Scale
- 1.7 Working Time: Full time as specified within the School Teachers' Pay and Conditions Document.
- 1.8 DBS Disclosure Level: Enhanced.

#### 2. School Ethos

- 2.1 Work with the Headteacher and colleagues in creating, inspiring and embodying the Catholic ethos and culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- 2.2 Attend, take part in and lead acts of collective worship in accordance with school policy.
- 2.3 Provide Religious Education in accordance with the Come and See syllabus and RSE in accordance with Journey in Love.
- 2.4 Actively support the school's corporate policies relating to equality and diversity, inclusion and health and safety and wellbeing.
- 2.5 Promote the school and celebrate its success at every opportunity.

### 3. Curriculum Planning and Provision

- 3.1 Help develop and maintain a curriculum in line with National Curriculum and school policy to meet the needs of individual children within your class.
- 3.2 Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
- 3.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 3.4 Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of your subjects.
- 3.5 Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure that available resources are used effectively to support the curriculum.

### 4. Teaching and Learning

- 4.1 Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 4.2 Employ a range of suitable teaching and learning strategies to ensure effective learning.
- 4.3 Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 4.4 Develop, maintain and use resources appropriate to chosen learning objectives.
- 4.5 Ensure the effective deployment of teaching assistant support in the classroom.
- 4.6 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 4.7 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 4.8 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 4.9 Set pupil targets, assess progress and maintain records in accordance with school policy.

## 5. Pastoral Care

- 5.1 Develop positive relationships with all children based on their achievements and promote their general progress, well-being and participation in all aspects of school life.
- 5.2 Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behavior.
- 5.3 Alert line manager to any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- 5.4 Ensure a class code of conduct is implemented following consultation with pupils and relevant staff.
- 5.5 Maintain a system of rewards and sanctions in line with the behavior policy and ensure that this is understood by pupils and parents.

## 6. Parental Involvement and Partnership working

- 6.1 Report appropriately to parents on the needs and progress of their children.
- 6.2 Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.

## 7. Specific Duties

- 7.1 Provide support and guidance to all students removing barriers to learning to promote effective student participation, enhance individual learning, raise aspirations and support children to achieve their full potential.
- 7.2 Maintain a safe environment for students by observing them closely for signs of distress, conflict or bullying.
- 7.3 Provide 1:1 instruction and support to students who need extra help with their lessons and work.
- 7.4 Provide emotional support and encouragement to students who are struggling academically or socially.
- 7.5 Cultivating a supportive environment for all students, regardless of ability or disability status.
- 7.6 Assisting with developing individualised academic plans for each student based on their needs or disabilities.
- 7.7 Creating an environment that motivates students to learn through positive reinforcement methods such as praise and rewards.

7.8 Developing activities that encourage teamwork and cooperation among students.

7.9 Creating an inclusive environment by adapting lessons to incorporate different learning styles and abilities.

8. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Teacher)

Signed .....  
(Headteacher)

Dated .....  
(Teacher)

Dated .....  
(Headteacher)