



# STAINCLIFFE

## CE JUNIOR SCHOOL

Tel. **01924 326756**  
Email. [office@staincliffejuniorschool.co.uk](mailto:office@staincliffejuniorschool.co.uk)  
Web: [www.staincliffejuniorschool.co.uk](http://www.staincliffejuniorschool.co.uk)

Headteacher: Mr P Dixon  
Deputy Head: Miss J Bennett

POST TITLE: Intervention Teacher – Fixed Term  
SALARY: Main scale /UPS  
RESPONSIBLE TO: Headteacher

### **General Provisions**

To have qualified teacher status and be responsible for carrying out the professional duties set out in the most recent Teachers' Pay and Conditions Document, as directed by the Headteacher, within the context of the job description set out below.

### **RESPONSIBILITIES AS A MAIN SCALE TEACHER**

1. To plan, deliver, monitor and evaluate programmes of education for groups of pupils in Key Stage 2
2. Teach a group of Year 6 pupils / small group tutoring of Years 3 to Year 5 pupils.
3. To demonstrate a commitment to positive behaviour management.
4. To attend to the administration for and accept responsibility for the pastoral needs of the groups and to liaise with the Headteacher and other colleagues as appropriate.
5. To share with other teachers the day to day or emergency arrangements for the supervision of pupils and the maintenance of good order and the school's timetable.
6. To take responsibility for the development and coordination of School-Led Tutoring throughout school.
7. Set high expectations for children and demonstrate a good role model.

### **DUTIES**

#### **Curricular**

1. To plan activities and experiences appropriate to the age, ability and needs of pupils related to the National Curriculum to ensure pupils receive a broad and balanced curriculum.
2. To follow the policies and schemes of work of the school, having regard for the materials and methods recommended.
3. To assess and record pupils' progress and attainment in accordance with school policy.
4. To set, mark, record and feedback on pupils' work in accordance with the school's policy.
5. To provide written reports to:
  - Other agencies in accordance with school procedures and the SEND Code of Practice
  - Parents in accordance with school policy and statutory requirements
6. To consult with the SENCO in developing IEPs for pupils on the Special Needs Register
7. To create and maintain a stimulating, challenging environment that encourages and celebrates children's learning.
8. To organise classroom resources to motivate children towards independence and self-reliance.
9. To promote the academic progress and wellbeing of individual pupils through personal guidance, parental involvement and professional consultations as may be necessary, having regard for the needs and abilities of each child.

## Pastoral

1. To promote, maintain and supervise the health and safety of pupils engaged in authorised school activities both on school premises and elsewhere.
2. To promote the social welfare of pupils through personal counselling and prompt referral to the Headteacher concerns relating to safeguarding
3. To maintain current pupil records in accordance with the school system
4. To register pupils, encourage punctuality & reinforce school attendance procedures.
5. To support school collective worship.

## General

1. To promote equal opportunities.
2. To attend meetings with colleagues, parents or other agencies within specified time allocations and at reasonable advance notice
3. To have a positive interest in professional development – attending meetings and INSET as directed by the Headteacher
4. To participate in Performance Management/NQT Induction as appropriate
5. To consult and cooperate with colleagues on the preparation, development and review of schemes of work, teaching materials and methods and assessment
6. To carry out other duties as the Headteacher may reasonable require, to the level expected of a teacher on the main scale, relating to the efficient organisation of the school and to any necessary adjustments in the specified time allocations.

*As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please refer to the Employment page, 'More about working for Kirklees Council' on the Kirklees website. The school safeguarding policy can be read via our website [www.staincliffejuniorschool.co.uk](http://www.staincliffejuniorschool.co.uk)*

