

# **Inclusion TEACHER**

## **Line manager: Head of Inclusion Department**

The Inclusion Teacher is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture that is happy, purposeful and productive
- support and motivate pupils, teachers and other school employees
- encourage consultation and discussion.

The Inclusion Teacher is responsible for the academic progress of the pupils they teach. She is responsible for helping support colleagues within the Inclusion Department and for participating fully in the work of Primary. Furthermore, she should help promote a working atmosphere that encourages co-operation and values the contribution that individuals make to the work of Primary.

### **1.General Responsibilities**

#### ***The Inclusion Teacher will:***

- promote the School's aims
- support the priorities established in the Primary Development Plan
- contribute to the formulation of the Primary Development Plan
- take an active interest in the life of the School
- attend parents' evenings, departmental meetings, working party meetings and staff meetings, as and when required
- ensure that school policies are carried out consistently.

### **2.Responsibilities in the Classroom**

#### ***The Inclusion Teacher will:***

- teach individuals or groups according to their individual needs
- work alongside class teachers in team teaching situations as necessary
- make sure that the classroom in which she teaches is organised to facilitate teaching; this includes the arrangement of furniture, display of pupils' work and the general, overall sense of order that encourages purposeful activity
- encourage a feeling of enthusiasm for the subject being taught
- plan and prepare well-structured, clearly-presented lessons appropriate to the abilities of all pupils
- be punctual to lessons, arriving before pupils enter the room
- use a variety of teaching styles and vary classroom activities
- make sure lesson content covers the syllabuses taught
- set tasks which challenge pupils and make them think
- encourage high standards of work in all aspects of the subject

- establish a good standard of discipline by encouraging a positive, proactive approach to study and by building productive relationships with pupils
- liaise with class teachers and/or Head of Inclusion regarding pupils who are having problems in lessons
- set homework as required and according to the needs of individual pupil
- mark homework promptly
- mark pupils' work, drawing attention to good work as well as work that needs to be corrected.
- follow the Behaviour and Rewards Policy to reward effort and achievement.

### **3.Administrative Responsibilities**

#### ***The Inclusion Teacher will:***

- read the notice board and keep up to date with published information, e.g., letters home, advance warning of events, etc.
- read and support the Primary Development Plan regularly
- refer to the Staff Handbook
- keep to published deadlines
- distribute books, materials and equipment as needed
- write reports according to the published guidelines and deadlines
- track attainment and progress of all students in teaching groups

### **4.Responsibilities to Parents**

#### ***The Inclusion Teacher will:***

- provide accurate, helpful information to parents at parents' meetings
- prepare subject reports as necessary according to the published schedule
- make sure that the language used in reports is clear and jargon free
- assess, monitor and record the progress of all students in order to be able to provide accurate information to the Head of Inclusion, Assistant Head of Primary, Head of Primary or the Headmistress, as and when necessary.

### **5.Responsibilities within Primary**

#### ***The Inclusion Teacher will:***

- attend Primary meetings
- contribute to the effective and efficient running of Primary
- follow policies on homework, marking, etc.
- share ideas about teaching and learning

- support other teachers in developing new materials
- invite colleagues into the classroom
- take part in and contribute to INSET activities offered in Primary and by the School
- contribute to cross-curricular activities and initiatives
- take on responsibilities within Primary as part of an ongoing process of staff development
- keep up to date with developments in the subject and in education generally
- carry out a share of supervisory duties in accordance with published schedules.

## **6. Other Responsibilities**

### ***The Inclusion Teacher will:***

- carry out other responsibilities as the Headmistress may reasonably require during term-time.