

**Anfield School  
Anfield International Kindergarten  
Anfield St. Bosco Koon Ying School  
Anfield International Kindergarten & Nursery**

**SEN Teacher Job Description**



**RESPONSIBLE TO:** The Head of School

As a teacher at Anfield St. Bosco Koon Ying School, you should:

- Be true to the Anfield Mission Statement and work to achieve its ideals
- Maintain excellent relationships with children and their families, being aware of the pastoral role that is necessary in a successful school
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of Anfield
- Demonstrate a duty of care for all children at the school
- Encourage the home/school partnership and contribute to the life of the school
- Foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential
- Have knowledge of, and commitment to, all current safeguarding procedures.

## **INTRODUCTION**

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head of School or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation.

## **GENERAL DUTIES**

### **Job Purpose**

The Teacher will:

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
- Be an enthusiastic and energetic teacher

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- Have a coherent, well developed philosophy of children's learning and of classroom organisation and management
  - Offer leadership by example and encouragement to children in their care through effective display, by the provision of a stimulating and thoughtful environment, by sensitive rapport with the children and by effective classroom organisation, management and record keeping

## **TEACHER'S DUTIES**

The Teacher will:

- Implement all school policies and adhere to expectations of conduct outlined in the Anfield Staff Handbook
- Plan work for the class in accordance with UK and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum
- Nurture the well-being of pupils
- Maintain discipline among the pupils, safeguarding their health and safety on the school premises and when they are engaged in school activities elsewhere
- Ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability
- Maintain a high standard of display both in the classroom and in other areas of the school
- Consistently teach at a high level to ensure pupils' learning is challenging and progressing
- Give immediate oral / written feedback in line with school policy to pupils about their learning so that they know how to improve
- Carry out effective formative and summative assessment procedures, including Assessment for Learning (AfL) and Assessing Pupil Progress (APP) in line with school policy
- Have an understanding of pupil data appropriate to the class group and use this to track progress, set targets for future attainment and identify appropriate provision
- Consult and communicate with parents and agencies outside the school and provide written reports
- Support the ethos of Anfield as a Catholic school
- Make themselves aware of the school's SEN Policy and procedures for identification, monitoring and supporting pupils with SEN
- Provide supervision at agreed lunch, play, break times and gate duty as part of a rota system to ensure adequate supervision and care of pupils at all times
- Support initiatives decided by the Head of School and staff
- Provide effective learning opportunities for all pupils by responding to their diverse needs
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Set suitable learning challenges
- Be able to set clear targets, based on prior attainment, for pupils' learning
- Provide a stimulating classroom environment where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning

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- Report to parents on the development, progress and attainment of pupils
  - Maintain good order and discipline amongst pupils in accordance with the school's behaviour policy
  - Participate in meetings which relate to the school's management, curriculum, administration or organisation
  - Communicate and co-operate with specialists from outside agencies
  - Communicate and consult with parents and children on a regular basis about progress and development and attainment of pupils
  - Work as an individual and as a member of a team with high professional standards
  - Keep abreast of changes in education

The Teacher shall also run/supervise after school clubs and such other extra-curricular activities throughout the year as the Head of School shall consider necessary from time to time, and as are within the Teacher's reasonable capabilities.

### **CURRICULUM DUTIES**

- Act as Subject Leader for an assigned subject of the EYFS/primary curriculum
- Offer an example of good practice in all aspects of teaching the subject
- Assist teachers in the delivery of schemes of work for the subject
- Assist staff in planning, teaching, assessment, evaluation and recording of pupils' progress in the subject
- Monitor and evaluate standards of teaching and learning through lesson observations and scrutiny of planning and children's work
- Monitor, evaluate and review the policy and schemes of work and implement changes as required
- Advise and collaborate with school leaders and governors in the formation of a policy for the subject
- Act as delegated budget holder for curricular area and order resources as necessary. Manage resources in school
- Lead training in the subject area in accordance with staff needs and the needs of the School Improvement Plan

### **SAFEGUARDING DUTIES**

- Understand and carry out the duties arising from the Child Protection Policy in relation to safeguarding children as this applies to the class teacher's role within the school
- Understand and apply the principles of safeguarding relating to vulnerable adults within the class teacher's role
- Ensure that the designated person for child protection is kept fully informed of any concerns which the class teacher may have in relation to safeguarding

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## **PERSONAL AND PROFESSIONAL DEVELOPMENT**

- To represent the School and its interests in the wider community
- Teachers will abide by the terms and conditions for their employment as outlined in their contract with the School
- Teachers are expected to be punctual and well-presented
- Participate in the performance management system for the appraisal of their own performance
- Review and refine methods of teaching and delivery of the curriculum to ensure standards are consistently high across the school
- Attend INSET and courses as deemed appropriate for professional development and participate in school-based training
- Maintain an up-to-date understanding of current trends in teaching and learning

## **GENERAL RESPONSIBILITIES**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and school policies; including taking responsibility for raising concerns with an appropriate manager.

## **PASTORAL RESPONSIBILITIES**

- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice
- To record attendance of pupils according to the norms established by the school
- To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy
- To maintain positive links with parents through regular meetings and to report the outcomes of all such contacts to the Head of School

## **FUTHER REQUIREMENTS**

- Should be fully committed to the school and enthusiastically involved in its activities, thus helping to promote a flourishing corporate life within the school
- To be aware of the school's policies, to act in accordance with these and to help in their revision and preparation, as and when required to do so by the Head of School
- Be prepared to teach anywhere directed by the Head of School given due notice, guidance and support
- Undertake additional responsibilities which may reasonably be required by the Head of School
- Attend all Open Days, Parents' Evenings, School concerts and productions, meetings for new parents/pupils as required by the Head of School
- Support functions organised by the Parents Association of Anfield School (*Anfield School ONLY*)

## VISION STATEMENT

Our vision is to ensure each child is given a solid foundation of learning, has a sense of self-confidence and self-belief, and is self-motivated, flexible and cooperative.

## MISSION STATEMENT

Anfield is a Catholic school, in an international setting, where all are committed to creating a loving and joy-filled environment that is inspired by Jesus Christ. Anfield is a culturally diverse environment where all children are challenged, both academically and spiritually, to embrace and expand their international connections, enabling them to achieve their full potential and thrive within the global community.

## GOALS

- To encourage the development in all students, the qualities of personal responsibility, consideration, courtesy and respect in their relationships with one another, their teachers, the local and global community and the environment.
- To work for excellence in all academic, cultural and sporting endeavours, stimulating excitement in learning and requiring discipline in study, whatever the ability of the child.
- To encourage children to be self-motivated, to strive to do their best in everything they do and to have confidence to take risks.
- To encourage children in independent and critical thinking about the standards and values in society and the global community, and to discover and develop a personal faith to guide them throughout their lives.
- To develop in each child a knowledge, understanding and respect for the Catholic faith.
- To prepare children for their next stage of learning in an internationally-minded environment that encourages high standards of achievement and a life-long love of learning.
- To provide an environment where everyone in our school community feels safe and is aware of their rights and responsibilities.
- To continually move forward, through innovation, creativity and endeavour, and to explore the world with its myriad of opportunities and challenges.

## VALUES

In support of our school's vision and mission statement and stated goals, all students are expected to uphold the following tenets. These are not rules but values that are rooted in the Mission statement, which actively encourage positive behaviour and form the foundation of our school's behavioural policy.

- To be honest at all times
- To respect myself and others
- To treat others with kindness
- To respect my property and the property of others
- To be responsible
- To always try my best

*Anfield is committed to safeguarding and promoting the welfare of children/young people and expects all staff and volunteers to share this commitment. Appointment to the post is subject to an enhanced DBS in UK or the Sexual Conviction Record Check (SCRC) in Hong Kong.*