

**Job Description**

**Title of Post:** Class Teacher

**Grade/ Pay Range:** MPS/UPS as appropriate plus SEN 1 allowance **Reporting**

**to:** Head Teacher

The responsibilities of the post are to be performed in accordance with the provisions of the current School Teachers' Pay and Conditions document and Teachers' Standards / post threshold standards.

<b>Job Purpose</b>
To carry out professional duties and to have responsibility for an assigned class. To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities. To promote the aims and objectives of the school and maintain its philosophy of education. To support the school in meeting targets identified in the School Improvement Plan.

<b>Main duties and responsibilities</b>
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- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver an appropriately adapted National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise for and manage the needs of individual pupils ensuring differentiation of learning needs, reflecting all abilities and care needs.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
  - To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To ensure that individual therapies are delivered for those children who require these interventions.
- To liaise with outside agencies when appropriate e.g. SaLT, OT, Physiotherapist, School Nurse, Social Worker, EP.
- To provide effective leadership of a team of teaching assistants, including performance management.
- To participate in staff meetings as required.
- To undertake supervisory duties and leadership of assemblies according to an agreed rota.
- Contribute to the development and co-ordination of a particular area of the curriculum as agreed with Head Teacher, which may include:
  - Write a school policy for a curriculum area after consultation with other staff.
  - Write a school programme of work and corresponding recording document for a curriculum area.
  - Arrange and lead any necessary working parties, disseminating relevant information to all staff.
  - Monitor, check and develop resources for these curricular areas and ensure that these are fairly allocated and maintained.
  - Identify staff and whole school staff development needs relating to these curricular areas.
  - Control and allocate, in consultation with colleagues, a budgetary sum identified for development of resources in these curricular areas.
  - Attend related NC courses and other relevant INSET and disseminate information throughout the school..
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources,

methods of teaching and pastoral arrangements.

- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Senior Management Team in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.

### **Other Duties**

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

### **PERSON SPECIFICATION**

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience</b>	Qualified teacher status  Evidence of effective teaching experience using innovative and creative teaching approaches	A qualification specific to SEN  Evidence of teaching children with complex learning needs including specific interventions

<b>Knowledge</b> (Knowledge, abilities, skills, experience)	<p>A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.</p> <p>Experience of working closely with parents and other partners to support children's learning and development.</p> <p>A sound knowledge and understanding of child development and how experience contributes to learning.</p> <p>Knowledge and understanding of how to monitor and record pupil progress effectively.</p> <p>A working knowledge of the current Code</p>	<p>Thorough knowledge and understanding of the National Curriculum and assessment of children attaining below nationally expected levels</p> <p>Expertise and ability to develop a curriculum area across the school</p> <p>Experience of coordinating the work of a team of teaching assistants.</p>
	<p>of Practice.</p> <p>Good personal ICT skills and a willingness and enthusiasm to make use of new technologies to support learning and development.</p> <p>Know the legal requirements, national policy and guidance on the safeguarding of children.</p>	
<b>Skills and Abilities</b>	<p>Ability to prepare and plan effectively.</p> <p>Good organisational and record keeping skills.</p> <p>Ability to work well under pressure.</p> <p>Ability to develop good personal relationships within a team, making an effective contribution to team morale.</p>	
<b>Work-related Personal Requirements</b>	<p>Emotional honesty. Working in a special school is not for everyone and a natural affinity for our wonderful group of pupils is required.</p> <p>Stamina, resilience and a very good sense of humour.</p>	<p>Clear aspirations for your own professional development and career advancement</p> <p>A personal interest or skill area that you can deploy to the benefit of the school and our pupils.</p>

**Examples of evidence that could be provided in support of the Personal Learning Journey:** - Planning structures, classroom management structures

- Progress data against key indicators, i.e. pupil premium
- Communications with parents, carers, professional
- Lesson review feedback
- Team communications
- Departmental development

**(this list is not exhaustive and is to give examples only)**

**I confirm that I have received a copy of this job description and person specification:**

**Signed** .....

**Name** .....

**Date** .....

