



Grange Park School at Stansted  
Malthouse Road  
Stansted  
Sevenoaks  
Kent TN15 7PH

## Primary Teacher MPS / UPS + SEN Allowance

This post is ideal for a dynamic and motivated teacher who wants to develop knowledge and understanding of educating children with autism. Expertise in teaching autism and experience of working in a similar environment would be advantageous. However, you DO NOT need experience in an SEN setting or ASC. If you are a great teacher with a passion, then we are the school for you.

For further details, a job description and an application pack please visit [www.grange-park-school-kent.co.uk/site](http://www.grange-park-school-kent.co.uk/site) or email [office@grangepark.kent.sch.uk](mailto:office@grangepark.kent.sch.uk)

Grange Park School and all its personnel are committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced Disclosure application to the Criminal Records Bureau and ISA Registration, plus verification of the right to work in the UK.

All references will be taken up before interview.

Grange Park School is committed to the positive promotion of equal opportunities for all.

## JOB DESCRIPTION

### Class Teacher

**Purpose:** All pupils at Grange Park have a diagnosis of Autism Spectrum Condition; teachers must demonstrate an understanding and knowledge of this in their teaching practice and be able to: (training will be provided for the right candidate)

- Teach throughout Key Stage 2 and some Key Stage 3 classes, meeting the pupils' autistic and academic needs
- Implement and deliver an appropriately broad, balanced, relevant and differentiated primary national curriculum.
- To monitor and support the overall progress and development of pupils as a teacher and coordinate the personal development of pupils in their class.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- Establish and develop links with Subject Leaders in mainstream and other special schools to promote the quality of whole school curriculum development.
- Keep up to date with changes and developments in the structure of the curriculum.
- Show a commitment to the school and its improvement by supporting the school's target setting process to enhance teaching and learning, to increase standards of achievement and raise levels of pupil attainment.
- Fully committed to safeguarding and promoting the welfare of children and young people.
- Have positive and professional regard for the ethos, policies and practices of the school, and maintain high standards in their attendance and punctuality.
- To maintain a professional attitude in all aspects of school life and including confidentiality regarding school matters.
- Committed to further training and professional development.
- Attend weekly staff meetings and additional meetings that are required to implement the School Development Plan.
- Have reporting responsibility to SLT/ Governors on School Improvement Issues related to areas of responsibility.

Teachers must have an understanding of, and always act within, the statutory frameworks, which set out their professional duties and responsibilities.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Senior Leaders to carry out appropriate duties within the context of the job, skills and grade.

**Reporting to:** Head of School

**Responsible for:** The provision of a full learning experience and support for pupils.

Liaising with: Head of School, Head/Deputy/SLT, teaching/support staff LA representatives, external agencies and parents.

Working Time: Full-time

Salary/Grade: MPS or UPS + SEN Allowance (As advertised, depending on experience)

Disclosure level Enhanced

## MAIN (CORE) DUTIES

### Teaching:

1. To set high expectations which inspire, motivate and challenge pupils.
2. To teach, pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in school.
3. To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
4. To use daily assessments to inform the next steps for pupil's learning.
5. To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
6. To deliver a designated programme of teaching which meet the statutory national curriculum objectives
7. To ensure a high quality learning experience for pupils which meets internal and external quality standards.
8. To prepare and update curriculum resources.
9. To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
10. To maintain discipline in accordance with the School's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
11. To undertake assessment of pupils as requested by external examination bodies and School procedures.
12. To mark and provide written/verbal and diagnostic feedback in line with the school marking policy.

### Operational/ Strategic Planning

1. To assist in the development of the national curriculum, resources, schemes of work/medium term plans, marking policies and teaching strategies within the curriculum area and in a wider context where necessary.
2. To contribute to the School Development Plan
3. To plan and teach well- structured lessons
4. Adapt teaching to respond to the strengths and needs of all pupils
5. To contribute to the whole School's planning and development activities.

### Curriculum Provision:

To assist the Head of School and the Leadership Team, to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives and enables every pupil to learn and progress.

### Curriculum Development:

To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils as set out by national legislation.

### Environment

Every teacher is expected to:

- Provide and maintain a well-organised, welcoming, stimulating and secure social and learning environment in the classroom and around school (to lead by example, as a role model for pupils, in taking responsibility for the environment)
- Provide a high quality environment in which children and adults can work productively, effectively and safely
- Be aware of, and report any Health and Safety issues to the Senior Leadership Team and Caretaker as necessary

- Staffing:  
Staff Development:  
Recruitment/  
Deployment of Staff
1. To take part in the School's staff development programme by participating in arrangements for further training and professional development.
  2. To continue personal development in the relevant areas including subject knowledge and teaching methods.
  3. To engage actively in the Performance Management Review process.
  4. To ensure the effective/efficient deployment of classroom support.
  5. To work as a member of a designated team and to contribute positively to effective working relations within the School.
- Quality Assurance:
1. To help to implement School quality procedures and to adhere to those.
  2. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed School procedures, including evaluation against quality standards and performance criteria.
  3. To seek/implement modification and improvement where required.
  4. To review from time to time methods of teaching and programmes of work.
  5. To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.
  6. To provide a high quality environment in which pupils and adults can work productively, effectively and safely.
- Management Information:
1. To maintain appropriate records and to provide relevant accurate and up-to-date information.
  2. To complete the relevant documentation to assist in the tracking of pupils.
  3. To track pupil progress and use information to inform teaching and learning.
  4. To adhere to the schools GDPR policy
- Communications:
1. To communicate effectively with the parents of pupils as appropriate.
  2. Where appropriate, to communicate and co-operate with persons or bodies outside of the School.
  3. To follow agreed policies for communications in the School.
- Marketing and Liaison:
1. To take part in marketing and liaison activities such as Parents Evenings, EHCP/Annual Review meetings and liaison events.
  2. To contribute to the development of effective subject links with external agencies.
- Management of Resources:
1. To contribute to the process of the ordering and allocation of equipment and materials.
  2. To assist the Head of School to identify resource needs and to contribute to the efficient/effective use of physical resources.
  3. To co-operate with other staff to ensure a sharing and effective usage of resources to the to the benefit of the School and the pupils
- School Pupil Support:
1. To promote the general and academic progress and well-being of individual pupils and of the Class Group as a whole.
  2. To register pupils, accompany them to assemblies, encourage their full attendance at School and at all lessons and their participation in other aspects of School life.
  3. To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
  4. To contribute to the preparation of Action Plans and progress files and other reports.

5. To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
6. To communicate as appropriate, with the parents/carers of pupils and with persons or bodies outside the School concerned with the welfare of individual pupils, after consultation with the appropriate staff.
7. To contribute to PSHE and citizenship and enterprise according to School policy.
8. To promote the development of Social, Moral, Spiritual and Cultural aspects of learning and pupils' awareness of British values.
9. To apply the Behaviour management systems so that effective learning can take place.

Other Specific Duties:

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the School in meeting its legal requirements for worship.
- To promote actively the School's corporate policies.
- To continue personal development as agreed.
- To comply with the School's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the Head of School not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

GRANGE PARK SCHOOL  
PERSON SPECIFICATION  
General / Class Teacher

Attributes	Essential	Desirable
Qualifications and Training	<p>Qualified Teacher Status  A good honours degree or equivalent</p>	<p>Training or experience in areas relevant to the supplied job description</p>
Experience	<p>Successful teaching experience (or teaching practice)</p> <p>Have an understanding of the learning needs of children with ASC and be able to differentiate the work to engage them and promote learning.</p> <p>Able to demonstrate successful teaching and learning strategies to personalise learning and help every pupil to achieve their potential  Experience of implementing classroom strategies to challenge all pupils including those with Additional Educational Needs  Experience of teaching Key Stages 2,</p> <p>Able to demonstrate the delivery of cross curricular themes within subject teaching  Demonstrate the ability to plan effectively whilst retaining the flexibility to change according to circumstances  Experience of the use of ICT to enhance learning</p>	<p>Ability to lead curriculum areas</p> <p>Experience of teaching Key Stage 2</p> <p>Experience of teaching and carrying out statutory Key Stage 2 SATs</p> <p>Experience of working to raise self-esteem of pupils as independent learners</p> <p>Experience of using innovative approaches in the classroom</p>
Knowledge	<p>Good knowledge of the primary national curriculum subjects  A thorough understanding of how to structure delivery to ensure all pupils progress appropriately  Knowledge of the use of data to support and develop learning and teaching  An understanding of current wider educational initiatives</p>	<p>Knowledge of innovations in teaching and learning</p> <p>Knowledge of new and emerging technologies</p>

## Professional Qualities

Excellent attendance and time-keeping  
Suitable skills and attitudes for working with children  
Competent ICT skills  
An understanding of how to raise standards  
Strong teamwork skills  
Excellent communication skills  
Excellent organisational skills  
Imagination, enthusiasm  
Resilience and a sense of humour  
Ability to demonstrate professional behaviour and standards at all times  
Willingness to work with other subject areas to plan and deliver teaching and learning  
A commitment to their own professional development.

The ability to challenge, influence and motivate others including pupils

This job description is written in accordance with;

- The provisions of the School Teachers' Pay and Conditions Act (2018)
- Each annually updated School Teachers Pay and Conditions Document
- Conditions set out in the Job Description in conjunction with the schools agreed "Appraisal Policy" where the Governing Body has determined the structure and procedures for the performance review of the teachers at this school
- Commitment related to the directed hours of 1265 hours as a minimum working time