

Class Teacher (for teachers working in a SEND Unit)

Job purpose including main duties and responsibilities

In addition to the General Professional duties set out in the School Teachers' Pay and Conditions Document the following duties are attached to the post of Class Teacher.

Main objectives of the post:

General Responsibility

1. To be the class teacher of the allocated class, displaying a high level of professional ability.
2. To be responsible for the education and welfare of this group of children in accordance with the Terms and Conditions of Employment, having due regard to the requirements of the National Curriculum and Academy policies.
3. To be responsible for planning, assessing and evaluating the work of every child and keeping appropriate records, including those with SEND.
4. To ensure that a high standard of physical and emotional care for all children is maintained.
5. Assist pupils with personal care and hygiene including using the toilet, changing, washing and administering medication if required.
6. To maintain an effective working environment displaying children's work and relevant resource material attractively.
7. To provide advice and support to parents about their child's development.
8. To ensure every effort is made to develop and maintain good relationships with parents and the local community.
9. To assist with the running of extra-curricular activities, where appropriate, in conjunction with other members of staff.
10. To share in the responsibility for the safeguarding, well-being and discipline of all pupils, including those with SEND. All staff have corporate responsibility for all children.
11. To follow the Academy and School Behaviour Policy as agreed by staff and governors to ensure good conduct and behaviour of all the children in school.
12. To successfully lead a curriculum subject or area of learning, depending on experience.
13. To establish links with, and work collaboratively with, and taking advice from (where applicable), community and internal/external agencies e.g. pre-school settings, speech and language therapists.
14. To work effectively with colleagues, including planning for the deployment of educational support staff.
15. To undertake relevant training and professional development in line with the school or Trust development plan.

Person Specification

Qualifications & Education	E/D
Qualified Teacher Status	E
Evidence of continued professional development	E
Experience, Knowledge and Skills	E/D
Teaching a wide ability range, including high achievers and pupils with SEND	E
Experience of teaching in a SEND provision	D
Teaching across the primary phase	D
Knowledge of statutory National Curriculum requirements for the EYFS, Key Stage 1 and 2	E
Highly effective lesson planning, assessing, record keeping and reporting, including for pupils with SEND	E
Knowledge of the statutory requirements of legislation concerning SEND, Equal Opportunities, Health and Safety, Inclusion and Child Protection	E
Uses pupil targets and analyse data to promote pupil progress	E
Create an attractive, highly stimulating learning environment, taking into account the needs of all children	E
Successful leadership of a curriculum subject or area of learning	D
The ability to work as a cohesive team member offering support to colleagues, effectively planning for and deploying support staff, and leading by example	E
The ability to establish and maintain good relationships with pupils, staff, parents and governors	E
Clear written and spoken English to communicate effectively with a range of audiences	E
Personal Attributes	E/D
Resilient, flexible and open to change	E
Able to organise and manage time effectively	E
A commitment to safeguarding and promoting the wellbeing and safety of children, including a commitment to equality and inclusion	E
Ability to contribute and work as part of a team	E
Open to training to improve professional practice	E
Special Requirements	E/D
Be able and willing to work outside normal hours, if required, in order to meet the demands of the role	E
Suitability to work with children	E

KEY

E/D Essential or Desirable