



**JOB TITLE:** Class Teacher

**SCALE:** MPS – UPS3 + SEN 1 or 2

**RESPONSIBILITY TO:** Assistant Headteacher

### **RESPONSIBILITIES AND DUTIES**

Ensure that pupils are provided with access to a broad and balanced curriculum which meets the requirements of the National Curriculum and is tailored to meet individuals' educational and care needs.

#### **Principal Duties and Responsibilities:**

1. Be responsible for the day to day organisation and timetabling of the class, including effective deployment of TAs.
2. Prepare teaching programmes, activities and tasks for individual pupils and groups.
3. Ensure that teaching programmes are supported by clear aims and objectives linked to the school's adopted programmes of education eg National Curriculum, Trust, MOVE, ABLLS & Pupil Asset.
4. Set realistic and challenging targets for pupils across the curriculum.
5. Keep appropriate records of pupil achievement and areas of concern. Assess pupils using appropriate tools three times a year and provide an end of academic year report for each pupil.
6. Prepare and chair Annual Education Health Care Plan Reviews, in line with the SEN Code of Practice and review a further 2 times during the year.
7. Teach classes, small groups and individuals in other areas of the school as appropriate.
8. Be principally responsible for the pastoral care and welfare of pupils within the class and be responsible for safeguarding the health and safety of pupils using appropriate risk assessments.
9. Work collaboratively with parents, external agencies and school staff to provide a consistent approach for pupils' behaviour management..

10. Ensure that parents/carers and multi-agencies are properly consulted and kept in close touch with the child's progress and development at school.
11. Ensure that a collaborative team approach is fostered by all TAs and that links with other parts of the school are positive.
12. Liaise with Senior Staff and mainstream settings to ensure quality inclusion opportunities for pupils where relevant.
13. Continue professional development in line with the school improvement plan and Appraisal interview outcomes.
14. To take part in meetings related to curriculum development, school and general staff issues. Ensure that information from meetings is passed on to TAs effectively.
15. Support new TAs in their induction programme and assist TAs in their development.
16. Be responsible for a curriculum area within a particular phase of the school and liaise with other curriculum managers.
17. Be involved in curriculum and educational environment development / improvements.
18. Impart specialist knowledge to school personnel, parents and other stakeholder as necessary.
19. Perform other duties which may from time to time be negotiated by the Executive Headteacher and Head of Learning.

n.b. The list above outlines the main areas of responsibility but is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the postholder. The job description should be considered with reference to current national School Teachers' Pay and Conditions Documents.

Signed..... Employee



Signed..... Executive Headteacher

## JOB SPECIFICATION: Early Years Teacher

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• A degree or equivalent.</li> <li>• Further study and /or qualification in SEN.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of current good practice and developments in special education (including pupils with ASD, PMLD, MSI, SLD).</li> <li>• Have a comprehensive knowledge of the Early Years Foundation Stage, National Curriculum and the teaching of early literacy and numeracy skills</li> <li>• Knowledge of the Ofsted framework and SEN Code of Practice.</li> <li>• Understand the curriculum intent, implementation and impact for the department.</li> <li>• A sound understanding of promoting pupil well-being.</li> <li>• Curriculum coordination and monitoring.</li> <li>• Ability to analyse department data and develop an action plan.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Successful track record of teaching pupils with SEN, setting high expectations which inspire, motivate and challenge pupils and promotes good pupil progress and outcomes.</li> <li>• have a commitment to sustain progress from pupils' individual starting points and will enjoy celebrating these achievements</li> <li>• be an excellent classroom practitioner who inspires and leads pupils to reach their full potential</li> <li>• demonstrate an interest in developing sensory based interventions</li> <li>• an ability to respond to different learning styles is essential together with a commitment to promote active engagement within lessons</li> <li>• demonstrate an ability to work collaboratively as an effective team member</li> <li>• Experience of coaching and/or mentoring.</li> <li>• Ability to resolve personnel issues.</li> <li>• Successful experience of multi-agency and partnership working.</li> <li>• Excellent organisational skills with a clear ability to prioritise and manage time accordingly and manage deadlines</li> <li>• Ability to analyse situations, prioritise and help to implement realistic solutions.</li> <li>• Commitment to consultation, inclusion, collaborative working and distributed leadership.</li> </ul>