**POST TITLE**:  Specialist Class Teacher (Additionally Resourced Provision)

**RESPONSIBLE TO:** Headteacher

**Scale:** Main Pay Scale

**Information about the school and position:**

Galliard is part of Children First Academy Trust with 4 other schools in the borough of Enfield. We are looking for someone who has the ability to complement the professional work of teachers.

To be the lead Class Teacher for our ARP (Alternatively Resourced Provision) This will be a specialist provision for up to 10 KS2 children with EHCPs who have complex needs and in most cases an autism diagnosis. The aim of the ARP is to provide small-group support based on the children's individual needs and to enable them to integrate into mainstream school for part of their education. Staff have the opportunities to work with other ARPs within and beyond the Trust and access support from specialist schools within the borough.

**Main Duties and Responsibilities**

* To carry out the professional duties of a school teacher as set out in the DfE’s School Teachers’ Pay and Conditions document
* Fulfil a class based teaching role
* Plan and deliver a broad and balanced curriculum based within the framework of the Foundation Stage or National Curriculum, that meets the needs of children with Autism Spectrum Disorder (ASD)
* Provide, review and update Individual Education Plans (IEPs) for all pupils
* Keep a detailed record of each child’s learning and development
* Continually assess and monitor individual pupil progress and provide details reports for Education, Health and Care Plan (EHCP) reviews
* Work collaboratively with colleagues and other professionals to improve the range of curriculum opportunities for pupils with ASD
* Coordinate integration programmes for pupils accessing the mainstream environment, ensuring that these meet the needs of pupils with ASD
* Be responsible for the coordination of the ARP and having oversight over our Moonbeam provision
* Working with staff in the mainstream with strategies to support pupils with Autism
* Contribute to the monitoring and review of the whole school SEND policy and guidelines, in consultation with the SEN team and in line with the school, Local Authority and National policies/guidelines
* Establish and maintain appropriate resources in the resource base, ensuring all staff are aware of the resources available
* Be aware of the current research and developments by attending courses and reading e.t.c. and ensuring all staff are regularly informed of developments in this area through INSET
* Support and advise colleagues, including those in the mainstream as required, on teaching methods, sources of reference, use of appropriate materials e.t.c. for pupils with ASD
* Ensure that pupils experience continuity and progression through the school by joint planning and collaboration

**Pastoral**

* Encourage appropriate standards of behaviour whilst being sensitive to the individual needs of pupils with ASD
* Facilitate the inclusion of all children in the life of the school by undertaking physical care and emotional support, ensuring children’s dignity, confidence and self-esteem are maintained; on occasion this may involve the most intimate levels of care
* Be aware of and support school policies and procedures including safeguarding and to pass on any relevant information to a member of the Safeguarding/Child Protection team within the school

**Day-To-Day Organisation and Classroom Management**

* Incorporate the ethos of the school in classroom planning and management
* Undertake everyday administrative tasks associated with the running of a class
* In conjunction with classroom support staff, organise the classroom, its resources and displays, to create a safe and stimulating learning environment
* Lead a team of classroom support staff and any students or voluntary helpers assigned to the class for whom responsibility has been allocated
* Attend appropriate meetings such as IEP reviews, EHCP reviews and staff meetings
* Support and implement the school policies and developments
* Assist with playground supervision as necessary, ensuring the health and safety of pupils at all times, and carry out playground duties as required
* Communicate effectively verbally and in writing with pupils, parents, governors, agencies and other organisations
* Lead classes on educational trips, swimming etc. and enable all children to be fully involved in learning opportunities and experiences

**Professional development**

* Identifying INSET needs and attending relevant courses
* Participating in Children First Academy Trust working parties
* Participating in the school’s agreed policy for Performance Management
* Take an active part in schools development planning

**Any other duties as required by the Senior Leadership Team/CEO to enable the smooth running of the school**

The postholder shall ensure that the duties of the post are undertaken with due regard of the School’s Health & Safety Policy and Child Protection Procedures and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation

**All Children First Staff Will:**

* Promote equality of opportunity
* Follow Safeguarding Guidelines and Child Protection policy/procedures
* Contribute to producing/delivering priorities in the School Improvement Plan
* Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
* Promote positive attitudes and behaviour
* Contribute to the smooth day to day running of the school
* Be committed to achieving the school aims
* Work to develop the school as a successful, inclusive school
* Respond promptly to concerns from parents, staff or students
* Promote the school in the community
* Work in partnership with all colleagues including the Governing Body
* Support Codes of Professional Ethics/Safe Practice in the School Staff Handbook and the Trust Code of Conduct
* Have regard for and act in accordance with Health and Safety policy/practice
* Celebrate success of pupils and staff

NOTE: This job description should not be viewed as comprehensive description of the post. 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 those in a position of responsibility to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but, in consultation with you, may be changed by the school management to reflect or anticipate changes in the job commensurate with the salary scale and job title

*All schools and services in Enfield, including this Trust, are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield and Children First are expected to share this commitment. All candidates are required to complete the school’s ‘Keeping Children Safe in Education’ declaration and are subject to an enhanced DBS check. Further information about the disclosure can be found at* [*www.gov.uk/government/organisations/disclosure-and-barring-service*](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

**Person Specification**

**Specialist Class Teacher (additionally resourced provision)**

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| Qualified Teacher Status | E |
| Experience of working with children with Autism Spectrum Disorder (ASD) | E |
| Ability to differentiate a curriculum to meet the individual needs of children with special educational needs and disabilities (SEND) | E |
| Ability to remain calm and use positive behaviour management strategies when faced with challenging behaviour | E |
| Experience of using a total communication approach (e.g Makaton, PECS, other visuals to aid understanding) | E |
| Ability to think flexibly  | E |
| Excellent communication skills and ability to work well within a team | E |
| Additional training/qualification in the area of SEND | D |
| Experience of working with children with a range of needs | D |
| Experience of leading a small team | D |
| Experience of developing an area of the curriculum | D |
| An understanding of the wider issues relating to the teaching and learning of children with ASD | D |
| A thorough understanding of the SEN Code of Practice | D |
| This post is subject to an enhanced Disclosure and Barring Service (DBS) check | E |
| Commitment to the safeguarding and welfare of all pupils | E |
| Commitment to upholding the vision of the school | E |
| Effective team member | E |
| Ability to maintain a good work-life balance | E |

**E** *a characteristic that the person must possess on appointment*

**D** *a characteristic that can be learned or developed within an acceptable time period.*