

### Job Description and Person Specification

<b>Job Title</b>	Class Teacher
<b>Pay scale</b>	Mainscale
<b>Location</b>	Beckton (but flexibility across all sites)
<b>Responsible to</b>	Headteacher / Deputy head
<b>Purpose</b>	<p>To carry out the professional duties of a teacher adhering closely to the new professional teachers standards and as set out in the School Teachers Pay and Conditions Document.</p> <p>To undertake teaching responsibilities as directed.</p>
<b>Job context</b>	<p>John F. Kennedy is a specialist provision for pupils/students age 4 – 19 years with Autism Spectrum Condition (ASC), profound and multiple learning difficulties (PMLD), sensory and medical needs.</p> <p>The school currently operates on three sites designated by need, eg. PMLD/SLD and ASC.</p> <p>We are looking for an enthusiastic, committed teacher who will add to the schools' vision of becoming a leading centre for special education.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils.</li> </ul>
<b>Key teaching and learning responsibilities</b>	<ul style="list-style-type: none"> <li>To plan, prepare and deliver lessons to a high standard of performance</li> <li>To organise the classroom &amp; learning resources to create a positive and safe learning environment</li> <li>To support the development of school development plan</li> <li>To lead and work with a class team, and as a member of other teams</li> <li>To prepare materials to support class / group activities at the appropriate levels.</li> <li>To work with colleagues to devise and implement individual programmes with the aim of raising individual attainment / achievement</li> <li>To liaise with other professionals to ensure that programmes are appropriate to individual needs and support the learner</li> </ul>

	<ul style="list-style-type: none"> <li>To manage subject/curriculum resources within the classroom and within defined subject areas.</li> <li>To undertake all appropriate assessment and record keeping</li> <li>To undertake training appropriate to the functions of the post, and to liaise with Curriculum Pathway leads to identify subject training appropriate to the needs of teaching and support staff</li> <li>To assist in the preparation and presentation of reports on the development and implementation of the subject area(s) at JFK</li> <li>To work with colleagues and support staff to prepare materials to support classroom activities as appropriate</li> <li>Write all necessary reports and annual reviews</li> <li>To work in partnership with Parents/Carers</li> </ul>
<b>Key safeguarding responsibilities</b>	<ul style="list-style-type: none"> <li>All staff are expected to follow the school's Safeguarding procedures and to attend relevant training .</li> </ul>
<b>Line management responsibilities</b>	<ul style="list-style-type: none"> <li>To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupils' learning.</li> </ul>
<b>General responsibilities</b>	<p>All employees are expected to:</p> <ul style="list-style-type: none"> <li>Undertake any training commensurate with the post.</li> <li>Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li> <li>Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</li> </ul> <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>

### Person Specification

Attributes	Evidence	Essential	Desirable	Evidence
<b>Qualifications</b>	<p>DFE qualified teacher status</p> <p>Evidence of undertaking in-service training in previous two years in relevant areas (if not NQT)</p>	<p>E</p> <p>E</p>		Application form

<b>Professional Experience and Knowledge</b>	Experience of managing support staff to improvement achievement of learning		D	Interview/ test and application form
	Successful experience of managing resources effectively	E		
	Experience of working with pupils with a wide range of complex needs and challenging behaviours		D	
	Experience of developing education strategies that are meaningful to the students' learning	E		
	Experience of managing change in a school context		D	
	Effective liaison with other agencies e.g. multi-professionals		D	
	Experience of developing and implementing appropriate measures to maximise the levels of educational achievement of pupils		D	
	Effective staff relationships to inspire and motivate others and to foster positive working relationships at all levels		D	
	To communicate clearly and effectively to a range of audiences		D	
	Knowledge and understanding of....			
	<ul style="list-style-type: none"> <li>The major changes in the curriculum currently facing all schools including monitoring and evaluation of curriculum delivery</li> </ul>	E		
	<ul style="list-style-type: none"> <li>The principles of assessment and effective record keeping and their use to promote the educational, personal development and progression of pupils/students</li> </ul>	E		
	<ul style="list-style-type: none"> <li>The use of target setting in raising pupil /students achievement</li> </ul>	E		

	<ul style="list-style-type: none"> <li>• The use of ICT in curriculum delivery and effective administration</li> <li>• The implementation of Equal Opportunities practice</li> <li>• The promotion of parental and community involvement with other education providers to raise levels of achievement</li> <li>• Alternative and augmentative communication to support pupil/student needs (if not NQT/RQT)</li> </ul>	E		
<b>Personal aptitude, qualities and skills</b>	<p>It is essential that the person appointed to the post has a passion for teaching and is able to adapt to the complex needs of our students.</p> <p>Emotional resilience and a good sense of humour with a dynamic “can do” attitude are key qualities for this post</p>			