

Job Description & Person Specification

Class Teacher

This post is for a teacher responsible for the teaching of learners with a broad range of special educational needs and/or disabilities (SEND). These will include pupils with moderate to profound and multiple learning disabilities, those with autism spectrum disorders and/or speech language and communication needs and those with social and emotional needs.

All learners who attend St Giles School have an Education Health and Care Plan and are placed at the school by Nottinghamshire County Council.

The following generic responsibilities are consistent for all Teachers in school. The Teachers' Terms and Conditions of employment cover all posts. All teachers will be expected to meet the appropriate Teacher Standards / Post Threshold Standards as a minimum requirement (relevant to experience).

Salary: Main Pay Scale

Accountable to: Assistant Head Teacher

1. To undertake the teaching of a broad specialist curriculum to learners with Education Health and Care Plans, across the range of SEND needs and ages, and particularly those learners with Autistic Spectrum Disorders and other related conditions.
2. To provide a high quality of teaching and learning that meets the needs of learners and ensures they make great progress, in line with our 'Life Changing Practice' Model.
3. Use a variety of specialist and innovative approaches in the teaching of pupils with SEND.
4. Be accountable for the progress of all students who are taught by the post holder.
5. Inspire and engage pupils from in their lessons and the wider school.
6. Produce student SEN passports, monitor student social communication development, contribute to provision mapping and annual reviews for students.
7. Support staff training to meet the needs of the students in school and other community settings.
8. Supervise and guide the work of any support staff (including Teaching Assistants (TAs) and Personal Care Assistants (PCAs) who are assigned to work with post holder's classes/students.
9. To provide pastoral support and guidance for all students in the post holder's care, classes or groups.
10. To contribute to the overall development work of teaching and learning in the school.

Teaching:

1. To set clear learning objectives and plan for and teach across the whole age and ability range.
2. Use information to plan lessons and learning materials to motivate and support all students to make at least good progress.
3. To have high aspirations and set challenging targets for all students, to ensure they remember, know and can do more.
4. To set high expectations for learners' behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences.
5. To work in collaboration with Teaching Assistants assigned to any teaching group/student within the group.
6. Take account of students' prior learning, learning styles and needs and use them to set appropriately challenging targets and learning activities.
7. To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning.
8. To provide intervention activities for those students who need support to boost attainment/progress or who require additional challenge.
9. Set work for students absent from school for health or disciplinary reasons.
10. To manage the behaviour and discipline of students within the classroom in line with the school's Behaviour for Learning Policy
11. To ensure that teaching room, resources and equipment are maintained in good order, with particular regard to Health & Safety and security of property.
12. To use ICT and other technologies and learning resources as learning tools to inspire and motivate learners.
13. To ensure that a stimulating learning environment is maintained in the classroom, including provision of a high quality of display.

Assessment Recording and Reporting:

1. To maintain notes and plans of lessons undertaken and records of students' work, their attendance and attainment.
2. To mark, assess and return students' work in line with school policy, providing constructive oral and written feedback with clear targets and guidance for future improvement.
3. To keep high quality records to promote tracking and monitoring of student progress using data and teacher assessment records.
4. Use data and teacher records to set aspirational targets and plan challenging activities.

5. To report and record student attainment, progress and results of assessments within the school's recording and reporting structure.
6. To set and mark examinations assessments and coursework as assigned by the Subject Leader or member of SLT.
7. Attend the appropriate Parent/Teacher Evenings and individual meetings to keep parents/carers informed as to attainment and the progress of their child towards targets.
8. Be familiar with school records and information relating to students who have additional needs (including those who are gifted and talented) and use this information to ensure all students can access the curriculum and are supported to attain well and make at least good progress.

Pastoral Responsibilities:

1. To take responsibility for promoting and safeguarding the welfare of children and young persons.
2. To participate in the pastoral organisation of the school as a form tutor.
3. To be the first point of contact for parents/carers in the assigned tutor group.
4. To monitor and set targets for the social and academic progress of individuals in the tutor group.
5. To undertake responsibility for the delivery of tutorial programmes to the tutor group as required.
6. To promote good attendance and punctuality and monitor in accordance with the school's Attendance Policy providing support/intervention for those who find it hard to maintain high standards.

General Professional Responsibilities:

1. To attend meetings as part of the agreed meeting and staff development cycle.
2. To undertake professional development identified through the performance management/appraisal structure and as organised for staff to promote individual, T & L Area and whole school improvement work.
3. To support and implement all relevant teaching and learning area policies and curricula.
4. To act as a role model to students in respect of dress, attendance and punctuality and general conduct.
5. To ensure that all deadlines are met as published in advance.
6. To undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Headteacher (e.g. duties, emergency cover).
7. To fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document
8. As a Teacher you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Annex A.

9. Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
10. In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
11. You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.
12. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
13. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
14. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school