



SOLENT SPECIAL EDUCATION TRUST

JOB DESCRIPTION

CLASS TEACHER

Main Pay Scale + Special Educational Needs Allowance

Job Purpose

Under the supervision of the Senior Leadership team to carry out the duties of class teacher working with pupils of the Trust who have profound and multiple, severe or moderate learning difficulties and who may have, in addition, emotional, communication and behavioural difficulties.

Responsible To

The Trustees of the Solent Special Education Trust and Governors of the individual schools.

The post holder will, at all times carry out his / her duties in accordance with the policies of the Solent Special Education Trust.

Employment Duties

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document 2018. The following duties shall be deemed to be included in the professional duties which the Teacher may be required to perform:

Duties and Responsibilities

- a) To plan and prepare lessons using school agreed formats and schemes of work.

The Solent Special Education Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

- b) To teach according to their educational needs, the pupils assigned to him / her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- c) To assess, record and report on the development, progress and attainment of pupils using agreed school formats.
- d) To control and oversee the use and storage of books and other teaching materials provided for class usage.
- e) To supervise and direct the work of the special school support/learning assistants within the allocated class;
- f) Participate in performance management reviews in line with the policy of the Trust.
- g) Revising from time to time his/her methods of teaching and programmes of work.
- h) Participating in arrangements for his/her further training and professional development as a teacher.
- i) Contributing to the professional development of other teachers and non-teaching staff, including the induction of new teachers.
- j) Taking such part as may be required of him/her in the policy writing, review, development and managing of activities relating to the curriculum, organisation and pastoral functions of the school.
- k) Promote the well-being of individual pupils and of any class or group of pupils assigned to him/her.
- l) To maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- m) Participating in meetings at the school which relate to the curriculum for the school or the administration and organisation of the school, including pastoral arrangements.

The Solent Special Education Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

- n) To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- o) Ensure all policies of the Trust are adhered to with particular regard to Health and Safety.
- p) To either support the pupils over the lunch-time period to develop their social skills, on a rota basis; or to undertake eating and drinking programmes with the children as required. Then to be allowed a break of reasonable length between morning and afternoon sessions.
- q) To provide guidance and advice to parents on educational and social matters through agreed multi-disciplinary procedures and maintaining records and reports.
- r) Communicating and co-operating with other involved professionals with particular regard to meeting health needs of the pupils.
- s) Participating in meetings arranged for any of the purposes described above.
- t) Implementing physiotherapy/speech therapy programmes across the curriculum
- u) To be prepared to take assemblies and other whole school activities.
- v) To teach all Curriculum or Post 16 Curriculum subjects to an allocated class of pupils.
- w) To communicate effectively with all pupils using the most effective augmentative communication systems.
- x) To develop skills and expertise in the additional specialist input that some pupils with learning difficulties may require and be able to differentiate teaching materials and methods to meet all needs.
- y) Implementing personal care routines alongside support staff where necessary.

The Solent Special Education Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

- z) Any other duties commensurate with the responsibilities of the post and grade which may be required by the Headteacher.
- aa) Commitment to the Beliefs and Aims of the SSET Trust.

April 2021

The Solent Special Education Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.