

The Surrey Teaching Centre - Job Description

POST TITLE: Class Teacher – Early Years SEND (Initially 1-year fixed term)

SALARY: MPS + SEN allowance

LOCATION: Surrey Teaching Centre, Tadworth Court, Tadworth, Surrey, KT20 5RU

ACCOUNTABLE TO: Headteacher

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the required Teachers' Standards 2012 and other current legislation.

The Surrey Teaching Centre provides education for children resident at The Children's Trust for a period of rehabilitation following an acquired brain injury. Typically, children are resident for between 6 weeks and up to 4 months.

Job Purpose

To be an effective professional who demonstrates curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has pupils who achieve well. Teaching in a small class of Early Years pupils with a range of abilities, strengths and needs.

Principal Accountabilities

- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues and in the classroom
- Engage and motivate pupils
- Employ a trauma informed approach
- Demonstrate analytical thinking
- Improve the quality of pupils' learning
- Contribute to the school's development planning and promote the learning priorities of the school
- Contribute to the development and implementation of school policies
- Promote the wider aspirations and values of the school

CLASS TEACHER

a) Planning, Teaching and Class Management

- Teach allocated pupils by planning for progression, designing effective learning sequences within lessons and across series of lessons that are effective and consistently well matched to learning objectives and the needs of the learners
- Set clear targets that are both realistic, measurable and build upon prior knowledge or attainment
- Have a good working knowledge of and use an appropriate range of teaching strategies and resources to meet learners' needs
- Understand and apply effective behaviour management techniques and strategies
- Implement and keep records on Personalised Learning Goals (PLGs) and curriculum assessment
- Have a secure knowledge and understanding of level descriptors
- Have a good knowledge of other statutory requirements related to pupils' education or welfare
- Keep up to date with research and developments in pedagogy and curriculum content
- support the development of independence and self-advocacy as far as possible
- recognise the importance of transition and include this in planning as and when appropriate
- Be responsible for the designated classroom and associated resources
- Effectively deploy and direct the use of support staff

b) Monitoring, Assessment, Recording, Reporting

- Be responsible for the processes of identification, assessment, recording and reporting for the allocated group of pupils
- Compile reports on progress providing accurate and constructive information
- Use a range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives
- identify, develop and trial effective support strategies to reduce barriers to learning
- Communicate effectively with parents and carers about objectives, progress and well-being, and encourage their participation in the communication process
- Implement PLGs, planning and recording the appropriate targets, actions and outcomes
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development
- Report on progress to all stakeholders

c) Team working and Collaboration

- Work as a team member and identify opportunities for working with colleagues
- Contribute to the professional development of colleagues
- Provide support, advice and feedback to others
- Establish effective working relationships with colleagues within school and from outside agencies, including partner organisations such as multi-disciplinary team
- Recognise and respect the contribution that colleagues, parents and carers can make to the development and well-being of children and young people
- Organise class participation in school events

d) Professional Characteristics

- In conjunction with the headteacher, improve practice through appropriate professional development and relevant training and development opportunities
- Take a creative and constructive response to innovation, coaching and mentoring, and adapt practice where benefits and improvements are identified
- Review the effectiveness of teaching practice and the impact of feedback upon the progress of learners
- Demonstrate adaptability to change, flexibility, and resilience in professional practice

e) Other Professional Requirements

- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work
- Contribute to the development, implementation and evaluation of policies and practice and always operate within the stated policies and practices of the school
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding, and confidentiality.
- Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children
- Assist in the maintenance of positive behaviours for learning in and around the school, and set a good example in personal conduct and appearance
- Cover for absent colleagues as is reasonable and in line with present government regulations
- Attend meetings within the constraints of directed time
- Consider pupils' welfare as paramount, and take action in accordance with the duty of care for pupils
- Know how to identify potential child abuse and follow the relevant safeguarding procedures
- Record and report any accidents and incidents in line with the school's policies and practice
- Communicate and consult with parents and carers including those for whom English is an additional language
- Communicate and consult with professionals supporting pupils and their families
- Participate in meetings arranged for any of the purposes described above

Safeguarding statement

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory clearance by the Enhanced Disclosure & Barring Service (DBS).