

## **Job Description**

<b>POSITION:</b>	<b>CLASSTEACHER</b>
<b>REPORTS TO:</b>	<b>Head Teacher/SMT</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>GRADE:</b>	<b>Main Scale</b>

### **KEY PURPOSE OF THE JOB**

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

### **MAIN ACTIVITIES**

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. To manage additional adults within the classroom.

### **PRINCIPAL ACCOUNTABILITIES**

#### **TEACHING**

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To make appropriate educational provision for children with SEN and those with EAL, with support from the SENCo
4. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
5. To provide children with opportunities to manage their own learning and become independent learners.

6. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
7. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
8. To maintain a high standard of display both in the classroom and in other areas of the school.
9. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
10. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
11. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
12. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
13. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
14. To liaise with support staff both school based, from the LA and from other external bodies as required.
15. To take responsibility for the management of other adults in the classroom.
16. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
17. To work as part of a team in all aspects of school development.
18. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

## **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

1. Enactment of Health and Safety requirements and initiatives as directed
2. Ensuring compliance with Data Protection legislation
3. At all times operating within the school's Equal Opportunities framework
4. Commitment and contribution to improving standards for pupils as appropriate
5. Acknowledging Customer Care and Quality initiatives

6. Contributing to the maintenance of a caring and stimulating environment for pupils

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

## **SPECIAL CONDITIONS OF SERVICE**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

## **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue: .....

Signature of Post holder .....

Signature of Headteacher .....

## PERSON SPECIFICATION FOR CLASSTEACHER + 1 SEN

<b>QUALIFICATIONS AND TRAINING</b>	
Qualified to degree level and above	Essential
Qualified to teach in the UK	Desirable
Right to work in the UK	Essential
Recent and relevant professional development, e.g. PECs, TEACCH, Intensive Interaction and Team Teach	Desirable

<b>EXPERIENCE</b>	
A proven track record of recent and successful primary class teaching of children with Autism and learning disabilities	Essential
Successful experience of differentiating and teaching the National Curriculum for children with learning difficulties.	Essential
Experience of working in a specialist ASC provision	Desirable
Experience and knowledge of what strategies and systems work to help pupils with ASC and learning difficulties.	Desirable

<b>KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB</b>	
Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age with SEN.	Essential
Thorough knowledge of the National Curriculum and National Literacy and Numeracy Strategies or Foundation Stage Curriculum	Essential
Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects	Essential
Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy.	Essential
An understanding of equality of opportunity issues and how they can be addressed in schools.	Essential

<b>SKILLS AND ABILITIES</b>	
<p>To demonstrate the skills of a good teacher, including ability to:</p> <ul style="list-style-type: none"> <li>a. Interest, encourage and engage pupils;</li> <li>b. Provide appropriate levels of challenge, so that pupils make good progress;</li> <li>c. Use methods and resources that enable all pupils to learn effectively;</li> <li>d. Use assessment information effectively to plan next steps in children's learning</li> <li>e. Make effective use of time;</li> <li>f. Secure high standards of behaviour;</li> <li>g. Make effective use of teaching assistants and other support;</li> <li>h. Enable pupils to acquire new knowledge and skills;</li> </ul>	Essential

<ul style="list-style-type: none"> <li>i. Enable pupils to develop the skills to work independently and collaboratively;</li> <li>j. Enable pupils to develop self-esteem and respect for others;</li> </ul>	
Create a well organised, stimulating learning environment in line with the school policies.	Essential
Ability to lead, motivate and enthuse others.	Essential
Ability to provide a model of best practice within own and other's classrooms.	Essential
Ability to make a significant contribution to a school ethos that promotes high achievement.	Essential
A commitment to raising achievement.	Essential
The ability to work as part of a team in planning and implementing the curriculum.	Essential
The ability to work within the framework of national and whole school policies to ensure consistency of practice.	Essential
The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process.	Essential
A commitment to furthering own professional development and to the principle of continuous improvement.	Essential