

Job Description	
Post Title: Class Teacher	Salary Scale: Teacher Scale points 1- 9; plus SEN allowance 1
	Academy: Ipswich Academy
Responsible To: Principal or Assistant Principal	
Responsible For: n/a	

General Professional Duties

- Carrying out the professional duties of a teacher as circumstances may require.
- Undertaking any duties and tasks under the reasonable direction of the Principal.

Professional Duties

Teaching

In each case, having regard to the curriculum for the Academy, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to the teacher. This is achieved by:-

- Planning and preparing courses and lessons in accordance with the agreed Trust policy.
- Teaching, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work to be carried out by the pupils.
- Assessing, recording and reporting on the development, progress and attainment of all pupils.

Other Activities

- Promoting the general well-being of individual pupils and of any class or group of pupils assigned to the teacher.
- Providing guidance and advice to pupils on educational and social matters, which includes making relevant records and reports, communicating and consulting with the parents, and with persons or bodies outside the Academy, and participating in meetings arranged for any of the purposes detailed above.

- Meeting the professional standards for teachers in England.
- Assessments and Reports
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Performance Management

- Participating in arrangements made in accordance with current regulations for the monitoring and appraisal of performance and that of other teachers.
- Review, Induction, Training and Development
- Reviewing periodically, their methods of teaching and programmes of work.
- Participating in arrangements for their further training and professional development, which aim to meet the needs identified in appraisal objectives or in appraisal statements or in the case of a teacher serving an induction period pursuant to the Education (Induction Arrangements for School Teachers) (England) Regulations 2008, participating in arrangements for their supervision and training.

Educational Methods

- Advising and co-operating with the Principal and other teachers, on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.

Discipline, Health and Safety

- Maintaining at all times, good order and discipline among the pupils with regard to health and safety.

Staff Meetings

- Participating in meetings at the Academy at the reasonable direction of the Principal.

Cover

- Providing cover for absent colleagues at the request of the Principal.

Public Examinations

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations and recording and reporting such assessments.

Administration

- Participating in administrative and organisational tasks relating to all aspects of their professional duties.
- Attending assemblies, registering pupils and supervising pupils before, during and after school sessions.

Working Time

- Being available for work on 195 days in any school year.
- Being required to teach on 190 days in any school year.
- Being available for 1265 hours, which shall be allocated reasonably throughout the 195 days.
- Being available to work reasonable additional hours as may be required to enable them to effectively carry out their professional duties.

Equal Opportunities Statement

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice at all times.

Commensurate Statement

Undertake any other reasonable duties commensurate with the grade as determined by the Principal or Service Head.

Child Protection

To follow the child protection procedures adopted by the Trust, and have due regard for safeguarding and promoting the welfare of children and young people.

Signed: _____
Postholder

Date _____

Signed: _____
Principal/Service Head

Date _____

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Candidates should ensure to address the application criteria in their written application, making reference to the skills, knowledge and abilities etc as referenced in the person specification.

Person Specification Teacher of SEND provision		
	Application	Interview
Qualifications		
Educated to degree level or equivalent	x	
Qualified teacher status (QTS) either in the UK or if not in own country combined with a desire to achieve English QTS (desirable)	x	
Professional Knowledge and Understanding		
Knowledge of effective strategies to include and meet the needs of all pupils, in particular pupils with SEND.	x	x
Knowledge of effective strategies to meet the specific communication needs of pupils with significant SEND.	x	x
Knowledge of current statutory regulations and guidance relating to children SEND.		x
Understanding of strategies to improve the behaviour, attainment and well-being of children with complex needs in a specialist provision.	x	x
Knowledge and understanding of strategies to ensure that all children make outstanding progress.	x	x
Professional Skills and Abilities		
A successful classroom practitioner with experience in primary, secondary or both.	x	x
Must be able to plan lessons effectively for groups and all the pupils in a class, setting clear learning intentions and differentiated tasks.	x	x
Must be able to interpret data in such a way as to support the effective planning for individual pupil progress.		x
Must understand the purpose and application of Education Health Care Plans.		x

Ability to work collaboratively with SEND teaching assistants, mainstream staff and outside professionals/agencies, to maximise achievement through joint planning, implementation, evaluation and reporting.	x	x
Personal Qualities		
Must be willing and enjoy engaging parents/ carers in order to encourage their close involvement in the education of their children.	x	
A teacher with a flexible approach to work who enjoys being a good team member.	x	x
Must have good communication skills both orally and in writing.	x	x
Must be able to manage own workload effectively and respond swiftly to tight deadlines.	x	x
Good interpersonal skills, with the ability to inspire, enthuse, motivate others, and develop effective partnerships.	x	x
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.	x	
Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others.	x	
To practice equal opportunities in all aspects of the role and around the work place in line with policy.	x	x
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post.	x	x
Additional		
Ability to understand issues affecting pupils with challenging behaviours.	x	
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.	x	
The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.	x	

Candidates shortlisted for interview will be required to provide evidence of qualifications where applicable and may be subject to competitive selection tests.