

### Job Description and Person Specification

<b>Job Title</b>	Class Teacher
<b>Pay scale</b>	<b>Main scale</b>
<b>Location</b>	<b>JFK Special School.</b> The school is spread across four sites, Beckton, Stratford, North Woolwich, Plaistow
<b>Responsible to</b>	<b>Headteacher / Deputy Headteacher/ Curriculum Pathway Lead</b>
<b>Purpose</b>	<p>To carry out the professional duties of a teacher adhering closely to the professional teachers standards and as set out in the School Teachers Pay and Conditions Document.</p> <p>To undertake teaching responsibilities as directed.</p>
<b>Job context</b>	<p>JFK Special School is a specialist provision for Autistic pupils/students aged 4 – 19 years and those with severe and profound and multiple learning difficulties (PMLD), sensory impairments and medical needs.</p> <p>The school currently operates on four sites designated by need, eg. PMLD/SLD and ASC.</p> <p>We are looking for an enthusiastic, committed teacher who will add to the values of Learning in Harmony Trust and JFK's mission statement of <i>Enhancing Life through learning</i>.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>● To deliver high quality teaching</li> <li>● To make effective use of resources</li> <li>● Ensure high standards of care and personal development.</li> <li>● Promote positive behaviour and attitudes to learning.</li> </ul>
<b>Key teaching and learning responsibilities</b>	<ul style="list-style-type: none"> <li>● To plan, prepare and deliver lessons to a high standard of performance including classroom management.</li> <li>● To organise the classroom &amp; learning resources to create a positive and safe learning environment</li> <li>● To support the development and implementation of school development plan</li> <li>● To lead and work with a class team, and as a member of other teams</li> <li>● To prepare personalised materials to support pupils</li> <li>● To work with colleagues to implement personalised programmes to facilitate progress.</li> </ul>

	<ul style="list-style-type: none"> <li>• To liaise with other professionals to ensure that programmes are implemented appropriately to individual needs and support the learner.</li> <li>• To organise and lead class team meetings.</li> <li>• To capture evidence at regular intervals within school systems to inform assessments and make judgements about achievements</li> <li>• To manage subject/curriculum resources within the classroom and within defined subject areas.</li> <li>• To undertake all appropriate assessment and record keeping</li> <li>• To undertake training appropriate to the post, and to liaise with Curriculum Pathway Leads to identify professionals development opportunities appropriate</li> <li>• To work in partnership with Parents/Carers</li> <li>• To prepare and present reports on pupil progress including end of year reports, annual reviews and pupil progress analysis.</li> </ul>
<p><b>Key safeguarding responsibilities</b></p>	<ul style="list-style-type: none"> <li>• All staff are expected to follow the school's Safeguarding procedures and to attend relevant training</li> <li>• To record contact, behaviour and incidents relating to pupils using school systems</li> </ul>
<p><b>Line management responsibilities</b></p>	<ul style="list-style-type: none"> <li>• To manage support staff and other adults effectively, involving them where appropriate with the planning and management of pupils' learning.</li> </ul>
<p><b>General responsibilities</b></p>	<p>All employees are expected to:</p> <ul style="list-style-type: none"> <li>• Undertake any training commensurate with the post.</li> <li>• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.</li> <li>• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.</li> </ul> <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>



	<p>personal development and progression of pupils/students</p> <ul style="list-style-type: none"> <li>• The use of target setting in raising pupil /students achievement</li> <li>• The use of ICT in curriculum delivery and effective administration</li> <li>• The implementation of Equal Opportunities practice</li> <li>• The promotion of parental and community involvement with other education providers to raise levels of achievement</li> <li>• Alternative and augmentative communication to support pupil/student needs (if not ECT/RQT)</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p>	
<p><b>Personal aptitude, qualities and skills</b></p>	<p>It is essential that the person appointed to the post has a passion for teaching and is able to adapt to the complex needs of our students.</p> <p>Emotional resilience and a good sense of humour with a dynamic “can do” attitude are key qualities for this post</p>			