

## **Spa Education Trust**

### **Class Tutor Job Description**

Teachers at Spa Education Trust are required to:

1. Carry out duties set out in the current School Teachers Pay and Conditions Document
2. To have responsibility for a class group including pastoral care
3. To be responsible for delivering a broad and balanced curriculum which meets the requirements of the National Curriculum (wherever possible) and to take into consideration other curriculum approaches and specialist programmes so that the full needs of the pupils/students can be met
4. To organise the classroom, its resources, pupil groupings and displays in order to provide a stimulating learning environment
5. To attend and provide information and reports for Reviews and other meetings when required
6. To effectively use the planning, record keeping and assessment systems in operation in the school; to produce IEPs and reports to the required schedule
7. To direct and coordinate the work of Support Staff in their class team in accordance with school policies and procedures
8. To contribute to Assemblies
9. To liaise with other professions and support teachers to develop learning programmes for individual pupils and /or groups of pupils
10. To promote good communication with parents via home/school diaries, telephone calls and meetings
11. To keep up-to-date with developments in educational thinking and ASD and participate in Professional Development training provided by the school both internally and externally
12. To support the headteacher in the implementation of all school policies and procedures
13. To take an active part in whole-school development planning
14. To take responsibility for an area of the curriculum
15. To manage any budgets according to school policy and practice
16. To co-operate with the school's Performance Management Procedures

## **Class Tutor Person Specification**

Candidates are required to hold Qualified Teacher Status.

**Candidates will be shortlisted according to the following criteria. Please write your supporting statement in line with them and number each section accordingly.**

Candidates should be able to demonstrate -

1. A clear understanding of the needs of pupils with autism
2. Evidence of successful class teaching for pupils with SEN
3. An ability to plan and implement good classroom practice and management
4. The ability to develop a specific curriculum area according to the needs of the school
5. Effective behaviour support skills
6. The ability to manage a class team and to direct support staff
7. The ability to work as part of a multi-disciplinary team (i.e. with members of the Health or Social Services team and other educational professionals)
8. The ability to communicate clearly and effectively to students for whom communication is a major barrier to learning
9. The ability to communicate effectively in writing
10. A commitment to working in partnership with parents
11. An understanding of and a commitment to Equal Opportunities
12. Evidence of good / outstanding teaching.

Our recruitment processes follow the guidance in the Department for Children, Schools and Families Document Safeguarding Children and Safer Recruitment in Education. All staff will be required to undertake a disclosure from the Disclosure and Barring service and will need to provide two employer references.

Because of the nature of the work we undertake, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act. 1974 (Exceptions) Order, 1975, as amended, pursuant to Section 4 (4) of the Rehabilitation of Offenders Act 1974.