



CHAPEL GREEN SCHOOL

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| Job Title: | Class Teacher |
| Grade: | <u>Salary:</u> MPS 1-6 +SEN depending on skills and experience Previous experience and additional qualifications will be considered in the salary grade |
| Responsible to: | <ul style="list-style-type: none"> • The head teacher (overall) • Senior Leaders Responsible for Quality of Education, Behaviour, Attitudes and Personal Development. • Head of Department and Lead Teachers for day-today management. |

Main Purpose of the Role

- Carry out professional duties of a class teacher (see relevant sections of the School Teachers' Pay and Conditions Document).
- Carry out duties in line with the vision, ethos and aims of the school, which includes full responsibility to promote the safeguarding and welfare of all pupils who attend our school.

Roles and Responsibilities

TEACHING AND LEARNING

- Effectively plan interesting and exciting lessons, assess, monitor and evaluate pupil achievement and attainment in your class so that pupils ENJOY their learning and make best progress, supported by the class and school team, effectively meet the needs of all pupils in your group/class.
- Follow the school's diverse curriculum and ensure all pupils receive a bespoke curriculum offer based on their unique learning styles and individual identified needs.
- For secondary - follow the schools 14-19 curriculum, ensure all pupils in your care access and complete appropriate and relevant accredited courses.
- Lead by example as a teacher, clearly demonstrating high expectations for pupil independence, attainment and behaviour for learning.
- Prepare regular review reports and attend annual review of Education, Health and Care Plan meetings, parent evenings and where necessary multi agency meetings on behalf of your pupils.
- Fully support our school's vision and ethos of the school.
- Fully support Total Communication and Inclusion; ensure assisted communication strategies are used consistently and effectively.
- Ensure effective transition to the next class or phase (e.g. secondary department, post school placement).
- Follow the school's behaviour learning policy and work closely with the Steps team to effectively support pupils.
- Keep abreast of pedagogy and learning issues relevant to the age group you teach and the range of pupils' needs in your class.
- Participate in a Continued Professional Development programme to keep abreast of current evidence based on practice in meeting all pupils' needs.

LEADERSHIP

- Oversee all aspects of organisation in your class; including school policies and practice.
- Guide and support your team, to ensure pupils are engaged in exciting and interesting activities so that they learn as well as they can, including appropriate and relevant 14-19 accredited courses.



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- Establish good professional relationships, role model excellent working practice and support, motivate and direct support staff in your class. (Teaching Assistants, Personal Care Assistants, Midday Supervisory Assistants).
- To provide suitable support and challenge for members of staff for whom you have a management responsibility, in consultation with senior leaders.
- Ensure pupils' learning environment are communication and literacy rich and accessible for all learners in your class and are in line with the relevant school policies and procedures.
- Plan and organise educational visits and off-site activities, including, by negotiation, short residential class or group trips.
- Support the School Leadership Team (SLT) to inform the school's Self-evaluation process and follow the School Development and Improvement Plan (SDIP) and drive the school's vision forward.
- Support the head teacher and staff in the review, implementation, development and monitoring of whole school policies that promote the school's values, aims and objectives.
- To assist the Headteacher in any other duties in the running of the school.

PEOPLE AND RELATIONSHIPS

- Maintain strong relationships with parents/carers and quickly and effectively establish new relationships with new parents who join our school and your class.
- Encourage moral and spiritual growth and civic and social responsibility amongst your pupils.
- Develop and maintain close and effective working relationships with staff, other professionals, including links with other services and the community.
- Demonstrate effective teamwork within your class team, drawing on all strengths to maximise learning.
- With your colleagues lead on activities that enable pupils to grow further in their independence, including themed immersive activity days, educational visits and/or where appropriate short residential experiences.

RESOURCES

- Continue your own professional development develop your teaching skills and take full responsibility for your own Performance Management.
- Support the professional development of colleagues and liaise with the CPD leader.
- Work with others to develop areas of the curriculum and support self-evaluation, learning and development across the school.
- Negotiate own work life balance and ensure wellbeing, prioritising work effectively.



| Person Specification | | |
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| Area | Essential | Desirable |
| Education | QTS | Additional training in SEND Additional training in SEMH and/or Autism |
| Experience | Teaching children in a mainstream or complex needs school. | Teaching pupils with SEND. Experience working with different age groups |
| Interpersonal Skills | <ul style="list-style-type: none"> • Good practitioner who enjoys being with children/young people and works constructively as part of a team. • Excellent leader of learning; ability to make the learning experience fun and to relate well to children. • Works well with other adults and builds effective professional relationships – good humour. • Enthusiasm and energy, creativity and flexibility. | |
| Other Skills | <ul style="list-style-type: none"> • Thorough understanding of child development and learning. • Ability to work flexibly within a team and communicate with pupils, staff and parents/carers and a wide range of professionals, other services and the community • Highly self-reflective and motivated. • Very effective organisation and communication skills. | Understanding of vulnerable children. Use of augmentative communication to aid learning |
| Qualities | <ul style="list-style-type: none"> • Demonstrate a professional attitude and uttermost confidentiality, including complete e-safety. • Good emotional intelligence • Total commitment to safeguarding children | Experience of performance management. Experience/training in using positive handling strategies. |
| Professional Development | <ul style="list-style-type: none"> • Evidence of ongoing professional development. • Commitment to further develop skills in the field of Special Educational Needs (SEN). | Driving licence and driving experience, experience to drive a school minibus (or willingness to develop this skill). |

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| <p>General Information</p> <ul style="list-style-type: none"> • Job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. • The working hours for a part-time Teachers are negotiated individually and their timetable/working days may vary from year to year. • This job description may be subject to amendment or modification at any time after consultation with post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties. • All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and regarding the needs of our customers and the diverse community we serve. • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. • You strongly encourage you to maintain your DBS certificate using the DBS update service. |
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