



# Allen Edwards Primary School

Headteacher: Louise Robertson

## Job Description

Post title	Class Teacher in the Resource Base
School:	
Salary and grade:	Main pay scale range 1-6 or Upper Threshold dependent on experience in line with the current <i>School Teachers' Pay and Conditions Document</i>
Line manager/s:	The headteacher, members of the senior leadership team (SLT) and the governing body
Supervisory responsibility:	The post holder will be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities as well as outside professionals working with the children within your class and the wider resource base.

---

### **Main purpose of the job:**

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents, carers, governors, other staff and external professionals in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document* and *Teacher Standards (2012)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

---

### **Duties and responsibilities**

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards.

---

## Individually Strong, Collectively Stronger!

Studley Road, London, SW4 6RP

School Business Manager: Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: [www.allenedwards.co.uk](http://www.allenedwards.co.uk) E-mail: [office@allenedwards.lambeth.sch.uk](mailto:office@allenedwards.lambeth.sch.uk)

School's Learning Platform : [www.fronter.com/lambeth](http://www.fronter.com/lambeth)

Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

### Teaching

- Teach within a resource base for Autism classroom
- Deliver the curriculum as relevant to the children in your classroom
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of how pupils access learning and adapt your delivery accordingly
- Have a detailed understanding of the abilities and needs of the children within your class and use this to plan effective lessons and classroom activities
- Have a clear understanding of the needs of all pupils and use these to adapt teaching approaches to engage and support them
- Adapt the curriculum areas to ensure you deliver them in a sensory manner to support the children's access to the curriculum, understanding and retention of the learning
- Adapt classroom and outdoor provision to ensure that it meets the needs of the pupils in your class.
- Plan, deliver and monitor a range of specialist interventions to support the needs of the children in your class in collaboration with professionals.
- Prepare for and attend annual reviews, providing evidence to support the children's progress.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- When teaching early reading, demonstrate a clear understanding of appropriate teaching strategies and follow the Read, Write Inc scheme.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning intentions for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback in a manner that they can access and that motivates them and allows them to make further progress
- Use relevant data to monitor progress, set targets, and plan subsequent lessons and interventions to meet the needs of the children.
- Plan out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

---

## Individually Strong, Collectively Stronger!

Studley Road, London, SW4 6RP

School Business Manager: Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: [www.allenedwards.co.uk](http://www.allenedwards.co.uk) E-mail: [office@allenedwards.lambeth.sch.uk](mailto:office@allenedwards.lambeth.sch.uk)

School's Learning Platform : [www.fronter.com/lambeth](http://www.fronter.com/lambeth)

### Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and implement these into your practice
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Support the Deputy Head Teacher in the base's day to day organisation.
- Lead and mentor support staff within the class and ensure they are effective practitioners.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Work with internal and external staff to develop practice and inform teaching and learning

### Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

---

## Individually Strong, Collectively Stronger!

Studley Road, London, SW4 6RP

School Business Manager: Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: [www.allenedwards.co.uk](http://www.allenedwards.co.uk) E-mail: [office@allenedwards.lambeth.sch.uk](mailto:office@allenedwards.lambeth.sch.uk)

School's Learning Platform : [www.fronter.com/lambeth](http://www.fronter.com/lambeth)

### Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

### Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the current Appraisal Regulations
- Continue to seek professional development opportunities to further develop practice

### Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

### Additional Responsibilities

Undertake any professional duties commensurate with the grade of the post, reasonably delegated by the Headteacher

### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

---

## Individually Strong, Collectively Stronger!

Studley Road, London, SW4 6RP

School Business Manager: Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: [www.allenedwards.co.uk](http://www.allenedwards.co.uk) E-mail: [office@allenedwards.lambeth.sch.uk](mailto:office@allenedwards.lambeth.sch.uk)

School's Learning Platform : [www.fronter.com/lambeth](http://www.fronter.com/lambeth)

## Personal Specification

Job title	Class Teacher
Salary and grade:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document
School:	
Line manager:	The headteacher, members of senior leadership team (SLT) and the governing body of the school
Supervisory responsibility:	The postholder may be responsible for the supervision of the work of classroom assistants relevant to their responsibilities

This person specification is related to the requirements of the post as determined by the job description. Please write a personal statement detailing how you meet the criteria below and how your examples demonstrate impact.

### CLASS TEACHER PERSON SPECIFICATION

FACTOR	Criteria	ASCERTAINED BY
QUALIFICATIONS	<ul style="list-style-type: none"><li>➤ Qualified Teacher Status or NQT</li><li>➤ Degree</li><li>➤ Evidence of commitment to professional development in special educational needs</li><li>➤ Additional qualification in SEND desirable</li></ul>	<ul style="list-style-type: none"><li>➤ Application Form</li><li>➤ Documentary evidence</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>➤ Successful teaching experience in mainstream primary and or special education.</li><li>➤ Employing effective assessment strategies in teaching pupils with ASD</li><li>➤ Working with others to achieve common goals</li><li>➤ Working with a wide range of professionals to support the children</li></ul>	<ul style="list-style-type: none"><li>➤</li></ul>
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"><li>➤ The Early Years Curriculum and National Curriculum and its application.</li><li>➤ Principles and practice that support the learning of pupils with ASD to achieve meaningful access to the curriculum</li></ul>	<ul style="list-style-type: none"><li>➤ References</li><li>➤ Interview</li></ul>

---

## Individually Strong, Collectively Stronger!

Studley Road, London, SW4 6RP

School Business Manager: Sadjida Bocus

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: [www.allenedwards.co.uk](http://www.allenedwards.co.uk) E-mail: [office@allenedwards.lambeth.sch.uk](mailto:office@allenedwards.lambeth.sch.uk)

School's Learning Platform : [www.fronter.com/lambeth](http://www.fronter.com/lambeth)

	<ul style="list-style-type: none"> <li>➤ Strategies that support children with autism to access a learning environment</li> <li>➤ Deployment of a wide range of effective behaviour management strategies.</li> <li>➤ Safeguarding procedures and policies</li> <li>➤ The SEND code of practice</li> </ul>	
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>➤ The ability to communicate effectively in a verbal and written form to a range of audiences.</li> <li>➤ Recognition and experience using a range of communication methods with children with special needs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ Interview</li> </ul>
<b>SKILLS AND APTITUDES</b>	<ul style="list-style-type: none"> <li>➤ Encourage children in developing self-esteem and respect for others.</li> <li>➤ To motivate and inspire pupils</li> <li>➤ Ability to teach using a wide variety of strategies to maximise achievement for children with special educational needs</li> <li>➤ To have the ability to develop and maintain good professional relationships</li> <li>➤ Ability to set high standards and provide a role model for staff and pupils.</li> <li>➤ Ability to deal sensitively with people and resolve conflicts.</li> <li>➤ Ability to work with and deploy staff and resources effectively.</li> <li>➤ To be committed to raising the levels of achievement of children of all abilities</li> <li>➤ Able to work as part of a team</li> <li>➤ Promotes the school's vision and ethos</li> <li>➤ Willingness to work with the wider community</li> <li>➤ Demonstrate a commitment to safeguarding and child protection</li> <li>➤ Reflective practitioner who seeks and ensures ongoing professional development</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>➤ Passionate about Learning and Teaching</li> <li>➤ Displays warmth, care and sensitivity in dealing with children</li> <li>➤ Resilient</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> </ul>

---

**Individually Strong, Collectively Stronger!**

**Studley Road, London, SW4 6RP**

**School Business Manager: Sadjida Bocus**

Telephone: 020 7622 3985. Fax: 020 7627 5004

Web Site: [www.allenedwards.co.uk](http://www.allenedwards.co.uk) E-mail: [office@allenedwards.lambeth.sch.uk](mailto:office@allenedwards.lambeth.sch.uk)

School's Learning Platform : [www.fronter.com/lambeth](http://www.fronter.com/lambeth)

	<ul style="list-style-type: none"> <li>➤ Open minded, self-evaluative and adaptable to changing circumstances and new ideas</li> <li>➤ Able to enthuse and reflect upon experience</li> <li>➤ Ability to prioritise</li> <li>➤ Good interpersonal/communication skills</li> <li>➤ When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence</li> </ul>	
--	--	--

---

**Individually Strong, Collectively Stronger!**

Studley Road, London, SW4 6RP  
 School Business Manager: Sadjida Bocus  
 Telephone: 020 7622 3985. Fax: 020 7627 5004  
 Web Site: [www.allenedwards.co.uk](http://www.allenedwards.co.uk) E-mail: [office@allenedwards.lambeth.sch.uk](mailto:office@allenedwards.lambeth.sch.uk)  
 School's Learning Platform : [www.fronter.com/lambeth](http://www.fronter.com/lambeth)