**Post:** Class Teacher (with a responsibility for a subject)

**Pay Range**: MPS/UPS + 1 SEN

**Responsible to**: Headteacher

**Strategic Role**

Exercise of particular duties

* A teacher employed as a teacher (other than a head teacher) in a school shall perform, in accordance with any directions which may reasonably be given to him by the head teacher from time to time, such particular duties as may reasonably be assigned to him/her
* A teacher who is not a headteacher shall carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the head teacher.

Professional duties

The following duties shall be deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform;

Teaching

* in each case having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to him/her
* planning and preparing courses and lessons;
* teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
* assessing, recording and reporting on the development, progress and attainment of pupils

Other activities

* promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
* providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
* making records of and reports on the personal and social needs of pupils;
* communicating and consulting with the parents of pupils;
* communicating and co-operating with persons or bodies outside the school, and
* participating in meetings arranged for any of the purposes described above

Assessment and reports

* providing or contributing to oral and written assessment, reports and references relating to individual pupils and groups of pupils;

Performance Review

* participating in arrangements made in accordance with regulations for the performance review of his/her performance and that of other teachers

Review, induction, further training and development

* reviewing from time to time methods of teaching and programmes of work;
* participating in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;
* in the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for supervision and training;

Education methods

* advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

* maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff Meetings

* participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover

* supervising, and as far as practicable, teaching any pupils whose teacher is not available to teach them;
* except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year;

Management

* contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
* assisting the head teacher in carrying out threshold assessments of other teachers for whom there is management responsibility
* co-ordinating or managing the work of other staff and
* taking such part as may be required of him in the review, development and management of activities relating to the curriculum, organisation, and pastoral functions of the school

Administration

* participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school and;
* attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

Management time

* A teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Working Time

* a teacher employed full-time shall be available for work for 195 days in any school year of which 190 days shall be days on which he may be required to teach pupils in additional to carrying out other duties and those 195 days shall be specified by the head teacher
* such a teacher shall be available to perform such duties at such times and such places as may be specified by the head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he/she is required to be available for work
* time spent travelling to or from the place of work shall not count against the 1265 hours

Guaranteed planning and preparation time

* a teacher, as part of the 1265 hours referred to, shall be allowed reasonable periods of “PPA time” to enable him/her to carry out his/her duties (planning and preparing courses and lessons) (assessing, recording, reporting on the development progress and attainment of pupils and assessments and reports)
* PPA time shall amount to not less than 10% of the teacher’s timetabled teaching time (and for this purpose “time-tabled teaching time” means the aggregate period of time in the school time-table during which the teacher has been assigned by the head teacher in the school time-table to teach pupils)
* PPA time shall be provided in periods of not less than half an hour during those parts of the school time-table in which pupils are taught the core and other foundation subjects or religious education;
* such a teacher shall not be required to carry out any other duties including the provision of cover
* the above also applies to a classroom teacher who is employed on a part-time basis with the substitution for the reference to 1265 hours or a reference to a proportion of 1265 hours, which equates to the proportion of the school week that the teacher is normally employed.

**Person specification: Class Teacher**

**Attainment and Experience**

* Qualified Teacher Status and an ability to demonstrate the maintenance of QTS standards in their practice
* Special school teaching experience with a willingness to undertake further training to meet the specific needs of the pupils at Paddock School
* Recent relevant professional development
* Positive approach to modifying challenging behaviour through the development and delivery of consistent behaviour management programmes
* Commitment to collaborating in the development and delivery of a curriculum, which although primarily developmental, includes the National Curriculum, modified to take account of pupils’ learning difficulties
* Experience in planning and organising educational programmes appropriate to individuals’ needs and abilities, particularly in the Early Years age phase.

**Knowledge**

* Knowledge of current curriculum developments, including the Foundation Stage and their implementation within a school for pupils with moderate and severe/ complex learning difficulties and Autistic Spectrum Disorder.
* Knowledge of all relevant aspects of the Special Educational Needs Code of Practice
* Knowledge of anti-discrimination and equal opportunities legislation as it applies to staff, students and others
* Knowledge of child protection procedures
* Knowledge of key aspects of Health and Safety legislation
* Knowledge and understanding of risk management
* Knowledge of the law related to physical interventions

**Skills and Abilities**

* Ability to work in a team, in partnership with parents, colleagues and other professionals
* Ability to manage a team of staff and communicate the needs of the pupils to deliver effective educational programmes
* Ability to attend work punctually and reliably
* Ability to work the hours required to fulfil the role effectively including some evenings
* Ability to produce accurate and legible written material, plans and reports to meet deadlines.