

# Job description

<b>Job title:</b>	Class Teacher
<b>Directorate:</b>	Shaftesbury Education
<b>Reports to:</b>	Headteacher
<b>Supervises:</b>	Senior Teaching Assistant, Teaching Assistant, Education Support Workers

## Purpose of the job:

- To plan, organise and implement an appropriate teaching programme that guides and encourages students to develop and fulfil their potential.
- Delivery of an appropriate, integrated curriculum, differentiated to meet the needs of the class.

## Main duties

1. Establish a welcoming and inclusive experience. Plan for the short, medium and long term, and teach well-structured lessons, identifying and adopting the most effective teaching approaches for individual students.
2. Evaluate and review teaching methods and learning activities to meet the full range of needs of students. Identify and teach skills that will develop students' ability to work independently.
3. Set up systems for identifying, assessing and reviewing students' individual targets by reference to the provisions contained in student's statements/plan. Be accountable for students' attainment, progress and outcomes, in order to raise their achievement.
4. Take lead for a designated curriculum subject and/or cross curriculum responsibility for specific area and/or specific key stages.
5. Demonstrate a clear understanding of appropriate teaching strategies and opportunities to develop literacy, communication and mathematics skills.
6. Work collaboratively with multi-disciplinary teams to ensure that students make progress towards their targets.
7. Effectively deploy support staff to facilitate learning and support therapy and care needs

8. Develop understanding of learning needs and the importance of raising achievement among students.
9. Collect and interpret specialist assessment data in line with the School procedures and use this to inform teaching. Update the Education Leadership Team on the effectiveness of provision for students' individual targets.
10. Build and maintain cooperative relationships with parents, attending consultation evenings and keeping them informed about their child's learning and progress.
11. Be able to attend network meetings and courses to develop understanding and ability to teach, track and extend opportunities.
12. In accordance with the School procedures, access a range of strategies that deliver positive student behaviour.
13. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop by ensuring the implementation of the School's equality and diversity policy, which may include participation in outreach links with other schools.
14. Maintain records, attend case conferences and liaise with support staff as required with regard to individual students.
15. Mark and maintain accurate class or group attendance registers.
16. Ensure that supervision duties out of timetable time are efficient and effective.
17. Be aware of the legislation, regulations and procedures affecting the delivery of the service. This will include safeguarding, health and safety, fire precautions, moving and handling, eating and drinking, hygiene and first aid requirements. Have the ability to respond effectively in any emergency.
18. Contribute to the centre's ethos, aims and development/improvement plans.
19. Participate in statutory and mandatory training as required, and to pursue, in agreement with line manager, any learning and development that is relevant to the role and own personal development. Keep up to date with current educational thinking and practice.

20. Attend and participate in staff meetings and supervisions sessions, as required, and to ensure that personal capabilities and competencies are maintained through the supervision and appraisal systems, along with agreed training.
21. Act professionally in all situations maintaining confidentiality at all times, only discussing personal matters in agreement with all concerned and in approved settings.
22. Follow the School's dress code policy.
23. Carry out other tasks and responsibilities as are reasonably compatible with this job description, as and when required.

### **Working relationships and contacts**

- Internal:** Teachers, Education support staff, Therapists, Catering team, HR, Administration team, Facilities team.
- External:** Parents, Social Services, external Consultants, external Regulators, Volunteers and other outside agencies as required.

# Person specification



**Job title:** Class Teacher

Assessment Method Key: A = Application Form I = Interview T = Test D = Documentary Evidence

	Essential	Desirable	Assessment method
Qualifications	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of continuous INSET and commitment to further professional development, especially in SEN</li> </ul>	<ul style="list-style-type: none"> <li>• An SEN qualification</li> <li>• NQT's are welcome to apply</li> </ul>	A/I/D
Experience	<ul style="list-style-type: none"> <li>• Experience of teaching in special and/or primary and/or secondary school</li> <li>• Experience of curriculum development</li> <li>• Staff supervision and management</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching children with special needs, in particular those with physical disabilities and associated learning and behaviour difficulties</li> <li>• Experience of teaching SLD / PMLD students</li> <li>• Experience of attending Annual and Person Centred Reviews and writing Individual Plans</li> <li>• Experience of managing support staff</li> </ul>	A/I

# Person specification

	Essential	Desirable	Assessment method
Technical/work based skills	<ul style="list-style-type: none"> <li>• Effective teaching and learning styles</li> <li>• Ability to improve students' learning and their outcomes</li> <li>• Ability to use self-evaluation and reflection to learn and develop practice</li> <li>• An enthusiastic and skilled user of ICT with a clear understanding of its benefits for SEN students</li> <li>• Lead, manage and support a team</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness and ability to drive a mini bus</li> </ul>	AI
General skills and attributes	<ul style="list-style-type: none"> <li>• Promote the school's values positively, and use effective strategies to monitor motivation and morale</li> <li>• Establish and develop close relationships with parents, governors and the community</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences</li> <li>• Create a safe, happy, healthy, challenging and effective learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to offer school enrichment activities</li> </ul>	AI

# Person specification

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- Be an excellent classroom practitioner with the ability to share good practice
  - Organised, resourceful, an excellent time keeper, approachable, committed, empathetic, enthusiastic
  - A sense of humour and the ability to make learning fun
  - Flexible approach and an ability to respond to change
  - Commitment to enabling students to recognise and celebrate achievement
  - Ability to work collaboratively with colleagues on planned school development and initiatives
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# General information

This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.

## Safeguarding

Shaftesbury is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

## Equality and diversity

Shaftesbury is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Shaftesbury aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

## Christian ethos and values

The post holder must carry out all duties in a manner which is consistent with Shaftesbury values which are based on an inclusive Christian ethos.

## Policies and procedures

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

## Confidentiality

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

## Health and safety

The post holder must be familiar with Shaftesbury Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

**For further information or if you have any questions, please contact: [VECHR@victoria.poole.sch.uk](mailto:VECHR@victoria.poole.sch.uk)**