MAYFIELD SCHOOL JOB DESCRIPTION

JOB TITLE: Class Teacher (Chestnut Centre)

RESPONSIBLE TO: Deputy Head teacher
Chestnut Centre (day to day issues)

ACCOUNTABLE TO: Head teacher - Mayfield

GRADE: MPS – UPS plus 1 special needs point.


This job description is not a comprehensive definition of the post; duties may vary within this framework in line with its general character and level of responsibility entailed.

Duties of main professional scale teacher include the following:

1. (a) Planning and preparing courses and lessons
   (b) Teaching, according to their educational needs, the pupils assigned to him / her, including the setting of work to be carried out by the pupils in school and elsewhere.
   (c) Registering the attendance of pupils and supervising pupils.
   (d) Assessing, recording and reporting on the development, progress and attainment of pupils.

2. (a) Promoting the general progress and well being of individual pupils of any class or group of pupils assigned to him / her.
   (b) 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.
   (c) Making records of and reports on the personal and social needs of pupils
   (d) Communicating and consulting with the parents of pupils
   (e) Communicating and co-operating with persons or bodies outside the school. Participating in any meetings arranged for the purposes described above.

3. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4. Participating in arrangements made in accordance with Performance Management of his / her performance and that of other teachers.
5. Reviewing regularly his / her methods of teaching and programmes of work.

6. Participating in arrangements for his / her further training and professional development as a teacher.

7. Advising and co-operating with the headteacher and other teachers (or any one or more than one of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

8. Maintain good order and discipline among pupils and safeguarding their health and safety, both when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.

9. Participating in meetings at the school which relate to the curriculum of the school of the administration or organisation of the school, including pastoral arrangements.

10. Participating in arrangements for preparing pupils for public examinations, recording and reporting such assessments and participating in arrangements for pupil’s presentation for supervision during such examinations.

11. Providing support and help to newly qualified teachers, supply teachers and teachers new to the school.

12. Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and appraisal of newly qualified teachers.

13. Co-ordinating and / or managing the work of other teachers.

14. Taking part in such activities as may be required of him / her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

15. Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.

16. Attending and taking assemblies when required to by the headteacher.
MAYFIELD SCHOOL – PERSON SPECIFICATION

Teaching Vacancy (Chestnut Centre)

**Essential Criteria**

- Qualified Teacher Status
- Proven Experience of working in a special school setting
- Previous experience of working with children with behaviour, social and emotional difficulties

**Knowledge**

- Knowledge of key initiatives in Education
- Basic Skills literacy and numeracy
- To have an excellent understanding of language development and childhood development

**Skills**

- To be an effective communicator
- To be able to build and maintain relationships both internally and externally to the school
- To be ICT competent
- To be able to meet deadlines and prioritise
- To be adaptable and flexible in their approach to teaching
- To be able to set appropriate pupil targets and measure progress through short term objectives

**Desirable Criteria**

**Experience**

- Experience of working with pupils with special educational needs
- Experience of working with other professionals
- Experience of arranging or delivering work experience opportunities for pupils with Learning disabilities
- Experience of delivering a Sex and Relationships Curriculum
- Experience of Person Centred Planning

**Knowledge**

- Approaches to Total Communication – Makaton, Derbyshire Language Scheme, Intensive Interaction
- Management of challenging behaviour
- Understanding of Autism and its impact on teaching and learning
- Accreditation of basic skills
- Statementing review process
- THRIVE
- Attachment issues and impact on emotional well being

**Skills**

- To lead, manage and motivate a team
- To contribute to school development and improvement
- To be enthusiastic and have a sense of humour
- To be creative and innovative in classroom delivery