



JOB DESCRIPTION

School: Addington School	Location: Early Years Centre, Farley Hill Main Site, Woodley
Job Title: Class Teacher	Grade / Salary Range: MPS/UPS plus SEN Allowance

JOB PURPOSE

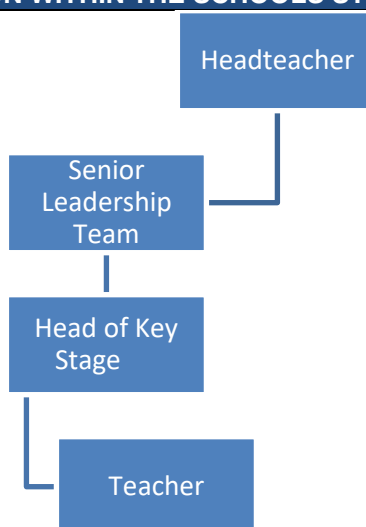
The job description concerns:

- Responsibilities required of a class teacher in relation to the teaching of pupils with an Education, Health & Care Plan
- Wider school responsibilities

NOTE

The Class Teacher will be based at Farley Hill or Woodley.
Training/INSET days are predominantly held at the main site in Woodley.
Teachers may be asked to work at either site, with notice.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

To meet the Teachers' Standards 2012 which set the minimum requirements for a teacher's conduct and practice and be subject to the National conditions of employment set out in the current School Teachers' Pay and Conditions Document

To promote equality as an integral part of the role and to treat everyone with fairness and dignity

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role

To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

- Class Teacher responsibilities:**



Addington School

You will be required to:

- Support the SLT in matters of the school policy
- Ensure on-going assessment of pupils' work and abilities through comprehensive and detailed record keeping and where required moderated work in line with school guidance
- Provide suitably differentiated work to meet the individual needs of pupils in your teaching groups.
- Write annual reports, Annual Reviews and any other reports required by the Headteacher
- Attend Parents Evenings, Annual Review meetings and other department meetings
- Attend weekly meetings outside school hours relating to the work of the Department
- Establish and maintain contact and good working links with parents
- Maintain good discipline within the parameters set down within school guidelines
- Establish and maintain good relationships with support staff working in the classroom
- Work, as required, in close co-operation with other staff in the Department
- Contribute to the design and provision of an engaging, challenging curriculum
- Contribute to the decision making process within school and be actively involved in the implementation of school action plans
- Where required work in partnership with other professionals as part of a multi-disciplinary team
- Be responsible for your own professional development and utilise CPD on offer
- Report any safeguarding concerns to DSL or Deputy DSLs

b) Wider School Responsibilities

You will be required to:

- Be an active and involved member of the school
- Support the Headteacher in all matters of school policy
- Work for the advancement and development of the whole school being particularly aware of those problems, both organisational and administrative, which might affect the daily routine
- Show a sense of responsibility for all pupils within the school in all matters of welfare and discipline
- Attend staff meetings outside school hours or any other meetings, which the Headteacher considers to be important, not exceeding teacher directed hours
- Contribute to the decision making process within the school and be actively involved in the implementation of school action plans
- Work, where appropriate, in close co-operation with staff from other Departments
- Support the school's Outreach service in a way that is appropriate to your skills and abilities

SCOPE OF JOB (Budgetary / Resource control, Impact)

PERSON SPECIFICATION

Job Title:	Class Teacher
Reports to (job title):	Head of Key Stage

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E / D?
<p><u>Qualifications and Experience</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Qualified Teacher with a passion for working with pupils with special needs <input type="checkbox"/> Experience / training in working with pupils in the primary phases or Early Years <input type="checkbox"/> Teaching experience of pupils with SEND in either mainstream or special school setting <input type="checkbox"/> Ability to promote high standards or behaviour amongst pupils and respect for others <input type="checkbox"/> Excellent written and verbal communication skills <input type="checkbox"/> Competent ICT skills <input type="checkbox"/> Knowledge and understanding of current educational legislation and initiatives 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><u>Knowledge, Skills and Abilities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Passion for excellence and the capacity to enjoy the challenges associated with a motivated school committed to high professional standards in all aspects of its work <input type="checkbox"/> Commitment and positive attitude towards the education of pupils with Special Educational Needs and Disability (SEND) regardless of age, ethnicity, gender or disability <input type="checkbox"/> Determination to make learning exciting, relevant and fun <input type="checkbox"/> Ability to motivate and work co-operatively within a friendly but hard working team <input type="checkbox"/> Good organisational skills <input type="checkbox"/> Good analytical skills combined with a flair for innovative, strategic thinking <input type="checkbox"/> Energetic and positive approach <input type="checkbox"/> Awareness of the needs of parents/carers and willingness to form productive relationships with them <input type="checkbox"/> Ability to provide high quality planning, assessment and recording <input type="checkbox"/> Ability to liaise with teaching and support staff and work alongside the multi professional team <input type="checkbox"/> Knowledge of and the commitment to develop the social, emotional and educational needs of children and young people <input type="checkbox"/> Ability to evaluate and respond to situations which could endanger the welfare of children and young people physically or emotionally <input type="checkbox"/> Committed to personal and professional development <input type="checkbox"/> Understanding of the safeguarding needs of children and young people with SEND 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>



<ul style="list-style-type: none"> <input type="checkbox"/> Ability to lead and galvanise their team in the classroom <input type="checkbox"/> Ability to collaborate with staff from other schools (mainstream and special) <input type="checkbox"/> Commitment to undertaking a detailed induction programme if necessary <input type="checkbox"/> Commitment to undertake additional training relevant to the post <input type="checkbox"/> Firm understanding of how to teach a relevant curriculum for pupils with learning difficulties <input type="checkbox"/> Sound literacy, numeracy and IT skills <input type="checkbox"/> Ability to make use of ICT to support pupils' learning <input type="checkbox"/> Able to confidently and competently apply knowledge and skills acquired from training into a practical context, in and outside formal classroom settings <input type="checkbox"/> Good planning and organisational skills <input type="checkbox"/> Ability to motivate and encourage pupils <input type="checkbox"/> Ability to lead staff in the classroom on a daily basis 	<p>E E E E E E E E E E E</p>
<p><u>Work-related Personal Qualities</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Flexible and adaptable <input type="checkbox"/> Confident in a variety of situations <input type="checkbox"/> Able to work independently and as part of a team <input type="checkbox"/> Effective communicator <input type="checkbox"/> Ability to form effective relationships with colleagues and students, understand professional boundaries and demonstrate suitability to work with children <input type="checkbox"/> Being a reflective and self-evaluating practitioner <input type="checkbox"/> Passion for excellence and the capacity to enjoy the challenges associated with a motivated school committed to high professional standards in all aspects of its work 	<p>E E E E E E E</p>
<p><u>Other Work-related Requirements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with Children <input type="checkbox"/> DBS Check <input type="checkbox"/> Patient and resilient <input type="checkbox"/> Willing to attend evening meetings as required <input type="checkbox"/> Required to work at both school sites (Woodley and Farley Hill) with notice <input type="checkbox"/> Willing to attend training, including intervention training, and implement actions <input type="checkbox"/> Able to manage the physical aspects of working with children with SEN 	<p>E E E E E E E</p>

Version:	Final	HR Checked:	13.01.2023
Headteacher Checked:	13.1.2023	Approved:	13.1.2023