



## JOB DESCRIPTION

### Class teacher

<b>Department</b>	Education
<b>Section</b>	Critchill School
<b>Job Title:</b>	Class teacher
<b>Reports To:</b>	Line Manager – Deputy/Assistant Headteacher and at times directly to the Headteacher

#### **Main Purpose of Job:**

- The main purpose is to teach pupils with special educational needs
- All staff have a shared responsibility for the sustained improvement of quality and standards, for equality of opportunity for all pupils and for the development of policies and use of resources to achieve these ends
- It is essential that our work is focussed on raising standards, fostering relationships, managing group dynamics and developing self esteem through pastoral care

#### **Main Responsibilities and Duties:**

##### General:

A teacher at Critchill School must:

- make themselves aware of the individual pupils abilities and needs so that they can differentiate appropriately within the groups they teach.
- make certain they are aware of the special educational needs of their pupils and how this may impact on their learning.
- undertake responsibility for a tutor group as required
- maintain discipline and acceptable standards of conduct within classroom management
- take an active role in assemblies
- abide by the teachers pay and conditions regulations
- achieve the criteria laid out in the teachers standards document

### Subject Knowledge :

A teacher at Critchill School must demonstrate:

- an understanding of the knowledge, concepts and skills of the subjects they teach and of the place of these subjects in the school curriculum
- knowledge and understanding of the National Curriculum (NC) and the programmes of study (PoS) in the subjects they are preparing to teach, including P scales, together with an understanding of the framework of the statutory requirements.

### Subject Application

A teacher at Critchill School must:

- ensure through subject development planning that schemes of work are produced and periodically reviewed and that subject area priorities and targets are identified to enable the necessary action to be taken to evaluate progress
- produce coherent lesson plans which take account of the NC, PoSs and of the school's curriculum policies
- ensure continuity and progression within and between classes and in subjects
- set appropriately demanding expectations for pupils
- employ a range of teaching strategies appropriate to the age, ability and attainment level of pupils
- present subject content in clear language and in a stimulating manner
- contribute to the development of pupils language and communication skills
- demonstrate ability to select and use appropriate resources, including ICT
- take at least one curriculum area to lead within the school.

### Class Management

A teacher at Critchill School must:

- be prepared to use skills of negotiation where necessary
- decide when teaching the whole class, groups, pairs or individuals is appropriate for particular learning purposes.
- create and maintain a purposeful, orderly and supportive environment for the pupils
- devise and use appropriate rewards and sanctions to maintain an effective learning environment
- maintain pupils interest and motivation
- present learning tasks and curriculum content in a clear and stimulating manner in relation to appropriate IEPs that inform pupils progress
- establish clear expectations of pupil behaviour
- use a range of teaching techniques and judge when and how to deploy them
- effectively manage their own and the pupils' time
- train pupils in the individual and collaborative skills necessary for effective learning
- work effectively with TA's, including them in plans so that TA's are clear on their role within the classroom
- mark registers, ensuring absences and lateness are accounted for, and taking appropriate action

### Assessment and Recording of Pupils' Progress

A teacher at Critchill School must

- identify the current level of attainment of individual pupils using the NC level descriptors, including P scales and end of Key Stage descriptors where applicable
- judge how well each pupil performs against the standard expected of a pupil of that age
- assess and record systematically the progress of individual pupils
- use assessment data to inform teaching and raise standards further
- provide oral and written feedback to pupils and parents on the processes and outcomes of their learning by contributing to school reports, Annual Reviews, IEPs, transitional reviews, or other reports as required by the Headteacher and/or governing body.
- produce subject reports for the Headteacher/governing body on pupils progress, subject development, assessment and monitoring progress and pupil attainment predictions for the Annual Review process.
- have an understanding and use the principles of assessment for learning
- set and assess homework where appropriate

#### Further Professional Development

A teacher at Critchill School must have:

- an understanding of the school as a provision and its place within the community
- knowledge of the school self evaluation process (SEF) and school development plan (SDP) and how this relates to priorities for development within the school and CPD
- a readiness to develop and take part in CPD opportunities
- to attend such meetings as necessary
- a working knowledge of their pastoral, contractual, legal and administrative responsibilities as teachers
- an ability to develop effective working relationships with professional colleagues and parents, and to develop their communication skills
- an awareness of individual differences including social, psychological, developmental and cultural dimensions
- the ability to recognise diversity of talent including that of gifted pupils
- the ability to identify specific special educational needs
- a self-critical approach to diagnosing and evaluating pupils learning, including a recognition of the effects on that learning of teachers expectations
- a readiness to promote the moral and spiritual well-being of pupils

#### **Facts and Figures:**

- The school caters for students with a full statement of Special Educational Needs
- Teachers are responsible for managing small budgets related to their class and curriculum areas of responsibility
- Contractual hours are as agreed nationally

#### **Problem solving and creativity:**

- A variety of interpersonal techniques will be needed to interact with staff, parents/carers and pupils
- At all times the teacher will need to operate within County and National procedures and policies and develop positive relationships with support staff as well as multi-agency staff
- The teacher will need to manage conflicting demands and priorities, displaying

<p>significant problem solving skills</p> <ul style="list-style-type: none"> <li>• The teacher will need to be flexible in their approach to pupils' learning in order to meet the complex needs of pupils at Critchill School</li> <li>• The teacher will need to work on own initiative under the direction of their line manager</li> </ul>
<p><b>Staffing Responsibility:</b></p>
<ul style="list-style-type: none"> <li>• Deployment of staff and resources within their classroom</li> </ul>
<p><b>Decision making:</b></p>
<p>A teacher at Critchill School will need to make decisions concerning:</p> <ul style="list-style-type: none"> <li>• the pupils in their class</li> <li>• their curriculum areas of responsibility</li> <li>• queries from parents of personal and confidential matters to line manager/headteacher and staff concerned</li> </ul>
<p><b>Physical effort and working conditions:</b></p>
<ul style="list-style-type: none"> <li>• Critchill School is a special school environment, although the post holder will also be involved in external school activities.</li> <li>• At times there are physical risks associated with intervention in incidents of challenging behaviour, including aggression. The school uses the Team Teach approach and full training will be provided.</li> <li>• Use of VDU within Health and Safety guidelines.</li> </ul>
<p><b>Contact and Relationships:</b></p>
<ul style="list-style-type: none"> <li>• Provide information, advice, guidance through contact with parents / carers and other agency staff to provide support for pupils. Such communications can be of a delicate and confidential nature depending on a student's individual needs and circumstances</li> <li>• Communication with colleagues in school to pass and receive information, advice, guidance, suggestions and ideas</li> <li>• Contact with a wide range of professionals to provide daily support for the students</li> </ul>
<p><b>Knowledge, Skills and Experience</b></p>
<ul style="list-style-type: none"> <li>• Qualified teacher status (or be working towards it under the guidance of a school mentor)</li> <li>• Teachers may be working with pupils who are especially difficult to engage in activities, may present frequent behavioural, emotional and social problems and have an attention span which presents great challenge. There is often a need for high levels of patience to attain pupils' individual targets</li> <li>• Up to date knowledge of current educational theory and legislation</li> <li>• A commitment to further training and development opportunities is essential</li> <li>• Knowledge of the disability discrimination act (DDA)</li> <li>• Knowledge of the principles of inclusion</li> <li>• Tact and diplomacy</li> <li>• Ability to prioritise, organisational skills, presentation skills</li> </ul>

- Ability to communicate clearly and maintain confidentiality
- Ability to work unsupervised and on own initiative and as part of a team.
- Flexibility
- Able to cope with pressure
- Self motivation
- Ability to work to deadlines.

**Additional Information/Safeguarding**

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

**Critchill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with school procedures**

**I agree that the job description is a fair and accurate statement of the requirements of the job**

Employee..... Date .....

Headteacher ..... Date .....