

JOB DESCRIPTION

School: Brookfields School	Location: Tilehurst, West Berkshire
Job Title: Class Teacher	Grade / Salary Range: TMR / UPR + SEN Allowance

JOB PURPOSE

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document.

The job description concerns:

- The day-to-day responsibilities required of a Class Teacher in relation to the pupils in his / her care
- Specific responsibilities agreed between Headteacher and above teacher
- Wider responsibilities relating to whole school issues and procedures
- Specific responsibilities agreed between Headteacher and above teacher

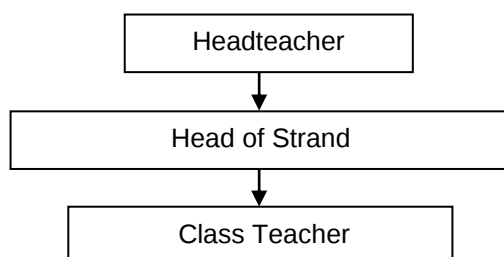
The Brookfields curriculum offers a number of distinct pathways that pupils can move across and through. We strive to ensure all pupils are gaining the most relevant knowledge and skills at the right time commensurate with their age and special educational needs.

For details on our Strands please see our website [Brookfields School - Curriculum](#)

NOTE

Working with our pupils requires a particular understanding and appreciation of their individual needs, such as physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation. The behaviour of some of our pupils can be difficult and dangerous and can therefore be emotionally and physically demanding for staff.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

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.

- The day-to-day responsibilities required of a Class Teacher in relation to the pupils in his / her care**

You will be required to:

- ☐ Organise the day to day running and management of class timetabling and relevant activities
- ☐ Support the Head of Strand as directed
- ☐ Ensure on-going assessment of pupils' work and abilities through comprehensive and detailed record keeping based on the school's agreed format
- ☐ Provide suitably differentiated work to meet the individual needs of pupils
- ☐ Write annual reports, annual reviews and any other reports required by the Headteacher
- ☐ Attend report evenings, annual review meetings and Parent evenings
- ☐ Attend weekly meetings outside school hours relating to the work of the Strand
- ☐ Establish and maintain contact and good working links with parents
- ☐ Maintain and keep up to date a daily register of pupil's attendance
- ☐ Maintain good discipline within the parameters set down within the code of conduct.
- ☐ Establish and maintain good relationships with support staff working in the classroom
- ☐ Work, as required, in close co-operation with other staff in the Strand
- ☐ Contribute to the decision-making process within the Strand and be actively involved in the implementation of Strand action plans
- ☐ Contribute to, where appropriate, the display and presentation of pupils' work

b) Wider responsibilities relating to whole school issues and procedures

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
- ☐ 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 Strands

SCOPE OF JOB (Budgetary / Resource control, Impact)

- ☐ No direct budgetary responsibility

PERSON SPECIFICATION

Job Title:	Class Teacher	School:	Brookfields School
Reports to (job title):	Head of Strand	Location:	Tilehurst, West Berkshire

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

KEY CRITERIA	* E / D?	CONTEXT (How the criterion will be used in the job)
<u>Qualifications & Experience</u> ☐ Qualified teacher with a strong background in working with pupils with special needs ☐ Additional Qualification in Special Educational Needs ☐ Experience / training in working with pupils in either the primary or secondary phases ☐ Successful experience of working with other specialisms and agencies	E E E E	☐ The Qualified Teacher provides key guidance and training on working with children that is necessary for this role ☐ Working with pupils with a range of abilities and adapting methods and resources to suit individual needs. ☐ All pupils within the School have SEN and experience of this across the School is always encouraged
<u>Knowledge</u> ☐ Knowledge of current methodology in the education of pupils with special needs ☐ Awareness of the role and importance of multi-professional working arrangements	E E	☐ Working at an appropriate level and pace to allow pupils to make maximum progress

KEY CRITERIA	E / D?	CONTEXT (How the criteria will be used in the job)
<u>Skills and Abilities</u> ☐ Ability to work as part of a team and manage the deployment of other adults working in the class. ☐ Ability to work effectively as part of a team and plan jointly ☐ Commitment to undertaking a detailed induction programme ☐ Commitment to undertake additional training relevant to the post ☐ Firm understanding of the subject in relation to pupils with special needs ☐ Ability to compose clear written reports ☐ Ability to support on teaching and learning, curriculum developments and training across the school ☐ Able to construct an individualised curriculum / timetable for specific pupils ☐ Ability to form constructive relationships with parents	E E E E E E E E E	☐ To lead and manage staff by example ☐ To be able to ensure that all pupils are included as part of the School ☐ To be able to feedback to parents and other professionals about the progress of children and to be able to work inclusively with everyone ☐ Take a lead role teaching a class and directing other assistants ☐ To ensure that the children that you work with in School gain as much as they can from each task
<u>Work-related Personal Qualities</u> ☐ Flexible and adaptable ☐ Confident in a variety of situations ☐ Able to work independently and as part of a team ☐ Effective communicator ☐ Commitment to supporting the work of the consultancy service and training offered to parents and agencies beyond the school	E E E E E	☐ To meet the needs of pupils in a creative way ☐ Work in partnership with families ☐ To communicate effectively both orally and in writing ☐ It is extremely important that the post holder enjoys working with children so that they can deal with all situations in a caring and sympathetic manner ☐ At times there may be confidential discussions about children or families that you are involved in to better understand your role ☐ Working with other members of staff at all levels is a key requirement of the role to ensure that the Extended Services runs smoothly
<u>Other Work-related Requirements</u> ☐ Suitability to work with Children ☐ DBS Check ☐ Patient and resilient ☐ Willing to attend evening meetings as required ☐ Willing to attend training, including intervention training, and	E E E E	☐ To ensure the post holder can demonstrate the appropriate suitability to work with children ☐ The post holder may be required to attend meetings outside of School hours both within School and with Peers from other organisations

implement actions ❑ Able to manage the physical aspects of working with children with SEN ❑ This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential to the post.	E E	
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