

Class Teacher: job description and person specification

Job description

POST:	Class Teacher
GRADE:	Main scale / UPS + SEN + Inner London Weighting
HOURS:	As per STPCD
DURATION:	Permanent
LOCATION:	Gloucester House, Tavistock Children's Day Unit, 33 Daleham Gardens, London, NW3 5BU
RESPONSIBLE TO:	Head Teacher
ACCOUNTABLE TO:	Chief Executive via the Chief Operating Officer

Overview and main duties of the post

The class teacher is responsible for:

Carrying out the professional duties of a teacher as circumstances may require under the reasonable direction of the headteacher.

Gloucester House:

Gloucester House forms part of the Tavistock Clinic and is managed by the Tavistock and Portman NHS Trust. It is a specialist school and CAMHS team which provides education and clinical services for up to 21 pupils aged 5-14 years who have social, emotional and mental health needs, often alongside other learning difficulties such as specific language or literacy difficulties and sometimes more general learning difficulties. Many of the pupils are neurodiverse.

Baseline records show that all pupils are underachieving when they start at Gloucester House. Many of the pupils who attend are from socially disadvantaged backgrounds, some of whom have experienced trauma or other adverse experiences in their early lives. The pupils come from both inner and outer London boroughs.

Gloucester House aims to provide a safe and nurturing environment through an effectively integrated educational and therapeutic approach to promote the holistic development of the children and young people.

All the pupils at Gloucester House have an EHCP, some pupils are looked after or adopted, and many have had multi-agency involvement prior to attending Gloucester House.

Children and young people at Gloucester House have full time education together with a clinical care plan that may include individual or group work. All families have a clinical case coordinator and Parents, and Carers are offered 1:1 and/or family interventions or group sessions as appropriate. The case coordinator also links with the wider professional network in the community. Placements are often between 1-3 years and Gloucester House works with the referring authority in identifying next placements supporting transition and integration. The school can offer long-term placements as required.

The Gloucester House multi-disciplinary team includes teachers and progress support workers, specialist CAMHS nurses, a psychiatrist, child psychotherapists, creative therapists, CYPT-IAPT Practitioners, systemic family practitioners, an occupational therapist and a speech and language therapist. The service also has access to Educational Psychology when indicated.

Main duties of the post

1. To teach pupils assigned to him\her, and to exemplify a good standard of classroom practice.
2. To lead and manage a small group of support staff in order to maximise children's learning and behaviour for learning.
3. To prepare and implement long, mid and short term planning, in line with National Curriculum requirements and the curriculum policy. This will include planning and preparing lessons in advance.
4. To ensure children's individual needs are catered for though knowing the child's statement/EHCP and planning accordingly.
5. To ensure appropriate differentiation/personalisation so that pupils of all ability levels are able to access the curriculum in place.
6. To carry out assessment, recording and reporting procedures for all pupils assigned to him\her, including setting targets and writing annual review reports.
7. To contribute to the Integrated Care Plan ensuring Positive Handling Plans are up to date and implemented, and to record progress in relation to these.
8. To promote the general progress and well-being of pupils assigned to him\her.
9. To maintain good order and discipline among the pupils and to safeguard their health and safety both on and off Gloucester House premises.
 - a. To undertake training in holistic behaviour management which includes physical restraint (Team Teach) and keep up-to-date with current techniques through Gloucester House inset.
 - b. To monitor children's well-being and alert the DSL to any child protection concerns.
10. To create an attractive, stimulating and well-ordered classroom.
11. To work closely with other professional members of staff to create an integrated programme for all pupils assigned to him\her.
12. To be able to demonstrate reflective practice.
13. To work as part of the multidisciplinary team demonstrating curiosity about emotional barriers to learning and how to work with these utilising expertise and input from clinical colleagues.

14. To participate in meetings, including the Annual Review, curriculum development, education team meetings, whole team (i.e. educational and clinical team) meetings, consultation and supervision.
15. To contribute to, and follow Gloucester House policies and procedures.
16. To evaluate his\her own teaching and to participate in arrangements for his\her further training and professional development as a teacher, including appraisal.
17. To participate in field study trips where required.
18. To participate in assemblies/circle times.
19. For TLR 2 a teacher is responsible for the management of an area of the curriculum, including writing and implementing Action Plans, monitoring and impacting progress in the subject area.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the Team Manager / Service Manager.

This job description will be reviewed annually as part of the Performance Management Process and in the light of the needs of Gloucester House.

Working environment

- May be exposed to some verbal or physical aggression dependent on nature of client population.
- Some light physical effort required during course of working day**/frequent sitting or standing in a restricted position for extended periods of time during clinical assessments/treatments.

Our commitment to equality, diversity and inclusion

The Tavistock and Portman NHS Foundation Trust is committed to equality, diversity and inclusion. We are particularly keen to attract candidates from underrepresented backgrounds to better meet the needs of the service users and students that we serve. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marriage or civil partnership, pregnancy and maternity, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender identity, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job. You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Mission and values

The Tavistock and Portman is caring, compassionate and committed to co-creating the care and training we offer. We are passionate about the quality of our work and committed to openness, the use of evidence and the application of improvement science. We value all our staff, are concerned for their wellbeing, and seek to foster leadership, innovation and excellence in our workforce. We embrace diversity in our workforce and work to make our services and training as accessible as possible. We have made a firm commitment to being an anti-racist, anti-homophobic and anti-transphobic organisation. We work with others, in the UK and internationally, who share our values and can enable us to achieve our mission.

Clinical and research governance

The post-holder must adhere to the trust's clinical and research governance guidelines, which includes being responsible for keeping up-to-date and accurate clinical records. All research must be undertaken in line with

the national Research Governance framework, and the post-holder should seek guidance from the Trust research directorate before embarking on any research project.

Continuing professional development

The post-holder will be invited to an annual appraisal, which will include the formulation of a professional development plan and specific details of continuing professional development in relation to the tasks of the post and its development over time.

Professional registration

If you are employed in an area of work which requires membership of a professional body in order to practice, it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.

Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

Throughout your employment with the Foundation Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Mandatory training

The post-holder will be required to attend statutory and mandatory training events as set out in the Trust's staff training policy, which includes attendance at induction and ongoing training in fire safety, health and safety, infection control, risk management, safeguarding children and participation in appraisal.

Policies and procedures

The post-holder will be required adhere to all Trust-wide policies and procedures, including: equal opportunities, risk management, health and safety, safeguarding, confidentiality and compliance with the Data Protection Act. The Trust is committed to promoting equality and diversity in employment and in the services it provides.

Confidentiality

All information concerning patients/clients and staff must be treated as strictly confidential at all times.

Code of conduct

As an employee of the Trust you are expected to comply with the code of conduct for employees at all times, and any breach of it whilst in practice will be investigated by the Trust.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' safeguarding policies and procedures, act promptly on concern, communicate effectively and share information appropriately.

Emergency planning

In accordance with the organisations responsibilities under the Civil Contingencies Act 2004, you may be required to undertake alternative duties as is reasonable directed at alternative locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

Job planning

The Trust is moving towards the requirement for every patient facing role to be supported by a job plan. Either A) an indicative job plan for this post is attached. B) This post is in scope for such a job plan in future and the post holder will be required to participate in that process in accordance with the Trust's job planning policy or C) at the time of writing this post is not in scope for the development of a job plan however we reserve the right to review this requirement going forward.

This job description is subject to annual review in consultation with the post-holder.

GENERAL INFORMATION

HOURS OF DUTY: Full time - As per STPCD

ANNUAL LEAVE: As per STPCD

TERMS AND CONDITIONS In accordance with the Terms and Conditions of the Tavistock and Portman NHS Foundation Trust and STPCD.

We are an Equal Opportunities employer.

The post holder is required to undertake an enhanced DBS check.

PERSON SPECIFICATION - CLASS TEACHER
Gloucester House, The Tavistock Children's Day Unit
Main scale / UPS + 1 SEN + Inner London Weighting (+TLR2 for suitable candidate)

1. Qualification/Training/Education	Assessment Method (A= Application, I = Interview)	
Qualified Teacher Status.	ESSENTIAL	A
2. Previous experience		
Experience of working with children with special educational needs; in particular children with social, emotional and mental health difficulties	ESSENTIAL	A/I
Recent successful teaching experience at primary and early secondary level	ESSENTIAL	A/I
Evidence of effective oral and written communication skills.	ESSENTIAL	A/I
Evidence of the ability to ensure good behaviour among children in the classroom and to help to create a positive ethos.	ESSENTIAL	A/I
3. Skills & Knowledge		
An understanding of good teaching practice in primary years and the conditions required to raise levels of achievement.	ESSENTIAL	A/I
An ability to lead and manage a small group of staff to be able to consider plan for and be responsible for progress and containment of a class of up to 7 complex and challenging children.		
3.4 An ability to create a positive classroom environment that encourages independent working and celebrates achievements	ESSENTIAL	A/I
An ability to work effectively with parents\carers	ESSENTIAL	A/I
An ability to work sensitively, flexibly and collaboratively as part of a multi-disciplinary team and liaise effectively with a clear understanding about the contribution of the teacher's role in the process.	ESSENTIAL	A/I
An ability to manage a complex workload, which includes monitoring, planning and assessment for the children's range of needs.	ESSENTIAL	A/I
An ability to understand and promote equal opportunity policies in all aspects of Gloucester House's life.	ESSENTIAL	A/I
An ability to manage the personal, psychological impact of working with this specific population of disturbed children	ESSENTIAL	A/I
Enhanced DBS clearance	ESSENTIAL	A/I
Knowledge of legislation in the area of special educational needs.	DESIRABLE	I
4. Other requirements		
4.1 The post-holder will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.	ESSENTIAL	
5. TLR requirements		
For TLR 2 a teacher is responsible for the management of an area of the curriculum, including writing and implementing Action Plans, monitoring and impacting progress in the subject area.	ESSENTIAL	A/I