



## **Class Teacher**

### **Job Description**

#### **Purpose of the Post**

As a Class Teacher you will carry out the professional duties set out in the most recent Teachers' Pay and Conditions document in line with school policies and Teacher Standards within the context of the job description set out below. Importantly, you will embrace the school ethos of supporting the progress of all pupils, demonstrating Penn Hall School values including unconditional positive regard for all.

#### **Planning**

- Keep abreast of developments in special education and the national curriculum and work with leaders to develop the school's overarching curriculum offer
- Use your secure knowledge of English, maths, science and IT and of special educational needs and disabilities to plan and deliver a curriculum, which meets the needs of allocated pupils in a class group.
- Work with colleagues to develop and deliver a broad, balanced and relevant thematic curriculum that meets the additional academic, special and personal needs of pupils.
- Make appropriate use of pupil and class information, plans and data to produce relevant medium and short term plans in line with school policies and within required deadlines.
- Plan for the deployment of support staff to ensure their input promotes good pupil progress.
- Where relevant embed the delivery of appropriate qualifications and certificates into schemes of work.
- Access training to build and maintain expertise in relevant areas.

#### **Specialist Teaching**

- Have high expectations of pupils and build successful relationships centred around teaching and learning.
- Operate an appropriate delivery model, which is tailored to pupils' educational, special and personal needs.
- Develop strategies to promote new teaching methods and improve learning for designated pupils and monitor their effectiveness in raising standards of teaching and learning.
- Analyse pupil data regularly and implement effective strategies for improving pupil progress.
- Promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- Use ICT effectively to support the delivery of teaching and learning and to enhance communication.
- Continue to develop expertise in teaching pedagogy including creative and specialist approaches

#### **Assessment**

- Involve pupils' in reflecting on, evaluating and improving their own performance and progress.
- Make accurate and productive use of assessment in all its forms.
- Record pupils' progress and achievements systematically and in line with school policy, providing evidence of their work, progress and achievement over time.
- Use relevant data and information to monitor progress, set targets and plan lessons.
- Report on pupils' attainment to parents, carers, other professionals and pupils as appropriate.

## **Personal Development & Behaviour**

- Embrace the school's ethos and values displaying a positive outlook at all times.
- Provide a stimulating, well-structured, purposeful learning environment where diversity is valued and pupils feel safe.
- Set high expectations for pupils' behaviour and establish a clear framework in line with school policy to anticipate and manage pupils' behaviour proactively and promote self-regulation and independence.
- Recognise and respond effectively to equality issues as they arise in the classroom, challenging stereotyped views, bullying and harassment in accordance with school policy and procedures

## **Curriculum Area Co-ordinator**

- To assist in the development of an appropriate curriculum, schemes of work, resources, policies and teaching strategies.
- To co-ordinate the teaching of an agreed curriculum area or pathway throughout the school. This will include:
  - Providing an annual action plan
  - Supporting the purchase, co-ordination and monitoring of resources
  - The formation of policies and schemes of work
  - Assisting colleagues in an advisory capacity
  - Informing colleagues of relevant information in a variety of ways, including leading staff meetings and in service training.
  - Attending and arranging appropriate and relevant CPD
  - To contribute to the school's planning procedures

## **Wider professional responsibilities**

- Carry out any other duties appropriate to the level expected of a teacher paid SEN points.
- Demonstrate a critical understanding of strategies, processes and developments within SEND and reflect this understanding in daily practice.
- Play a full and active role in the development of the school including individual and whole school improvement.
- Organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate.
- Select and prepare resources taking into account pupils' interests and their learning needs, language and cultural backgrounds.
- Provide homework and other out-of-class work where appropriate which consolidates and extends work carried out in the class and encourages pupils to learn independently.
- Build effective relationships with parents and carers sharing information regarding pupils' achievement, behaviour and well-being.
- Contribute to the accurate and appropriate use and maintenance of up-to-date recording systems including those related to attendance, safeguarding, behaviour, progress and learning etc.
- Attend and participate in regular meetings, events and open evenings.
- To lead or contribute to professional development activities to promote the sharing of good practice.
- Participate in training, continuous professional development and other learning activities as required including participation in the appraisal arrangements.

### **Support at School and Other Settings**

- Support the development and delivery of personalised learning packages working in partnership with other professionals, schools and agencies.
- Support pupils within the school grounds and in a variety of other settings as required, for example, home education, outreach, alternative provisions, work experience, community and enrichment activities

**Responsible to:** Headteacher

**Employee Supervision:** Support Staff

### **Additional Guidance for Teachers on the Upper Pay Range**

#### **Upper Pay Range Accountabilities**

- Demonstrate the capacity to perform to a standard which is at least good and is effective enough to provide mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the teaching and learning at the school in order to help them meet the relevant standards and develop their teaching practice.
- Contribute significantly, where appropriate, to implementing workplace policies and practice and promote collective responsibility for their implementation.
- Have an extensive knowledge, understanding and practical application of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge, a well-informed understanding and practical application of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including where applicable those related to public examinations and qualifications.
- Where applicable to have an up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/ curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice and support to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge

### **Additional Accountabilities for the Maximum of the Upper Pay Range**

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- Consistently fulfil the requirement to perform to a standard which is at least good and is effective enough to provide mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the teaching and learning at the school in order to help them meet the relevant standards and develop their teaching practice.
- Play a critical role in the life of the school.
- Provide a role model for teaching and learning and support the teaching and learning of others.
- Make a distinctive contribution to the raising of pupil standards and/or enrichment.
- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning

## Person Specification

<b>Knowledge, experience and skills:</b>	E/D
E = Essential                  D = Desirable	

<p>Experience</p> <ol style="list-style-type: none"> <li>1. Successful experience of teaching of a broad, balanced and relevant curriculum equitably to a full range of pupils with special educational needs and disabilities.</li> <li>2. Experience of developing, implementing, monitoring and reviewing engaging, highly effective lessons for young people who have barriers to learning.</li> <li>3. Experience of working effectively within a multi-disciplinary team</li> </ol> <p>Knowledge</p> <ol style="list-style-type: none"> <li>4. Knowledge and skilled use of a range of learning styles and teaching strategies.</li> <li>5. Knowledge of a range of teaching methods and strategies to ensure positive development of all pupils learning.</li> <li>6. Knowledge and skill in the development of proactive and positive behaviour support.</li> <li>7. Knowledge of relevant current legislation and initiatives and their relationship with improving pupil outcomes.</li> <li>8. Knowledge of pedagogic approaches and strategies effective when working with SEN pupils.</li> <li>9. An understanding of inclusion and potential barriers to learning which may face children and young people with SEND.</li> </ol> <p>Skills</p> <ol style="list-style-type: none"> <li>10. Ability to understand and manage challenging behaviours.</li> <li>11. Ability to establish positive professional relationships with young people, their families and multi-disciplinary teams.</li> <li>12. Ability to lead and motivate staff.</li> <li>13. Ability to work under your own initiative, demonstrating skills linked to innovative thinking.</li> <li>14. Ability to demonstrate exceptionally effective communication skills, both oral and written, at all levels.</li> </ol> <p>Qualifications:</p> <ol style="list-style-type: none"> <li>15. Qualified teacher status.</li> <li>16. A further advanced qualification in the education of pupils with SEN.</li> <li>17. Evidence of the positive impact of undertaking a range of professional development opportunities has had on your own teaching.</li> <li>18. Commitment to all CPD offered to further develop your own practice.</li> </ol>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>
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### Behaviours and expectations:

All staff members are expected to adhere to and promote professional standards including Penn Hall School's code of conduct and values.

**General:**

The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Senior Leadership Team and develop and promote high standards of professional conduct throughout the school.

You will be expected to carry out your duties in line with school policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development through school communications.

You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school's and your own professional development.

As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.