

The Federation of Manor Mead and Walton Leigh Schools

Job Description Class Teacher

Title of Post: COIN Class Teacher

Subject to: Appraisal

Salary arrangements: Main pay scale/UPS + 1 SEN point

Responsible to: Executive Headteacher / Head of School / Head of Unit

General Provision:

School teachers may be required to carry out the duties set out in the Education (School Teachers' Pay and Conditions) (No 3) Order 2002.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post-holder in the light of any changes in the requirements and priorities within the school.

Main responsibilities:

- To take responsibility for a class of pupils with severe or profound learning difficulties and/or autism.
- To provide examples of good and outstanding teaching practice; including preparation and planning, classroom management and the maintenance of effective working relationships with pupils and colleagues.
- To ensure that there is appropriate differentiation in place and effective teaching strategies are used to meet the needs of pupils with a wide range of complex needs.
- To set targets for pupils and record and report on progress following School guidelines.
- To monitor and evaluate pupils' progress: making assessments and providing reports for each pupil in accordance with school guidelines
- To manage the class team: organising the effective deployment and direction of all the Support Staff within the classroom and support the development of an effective team.
- To work effectively with other teams in the school to contribute both to joint planning and delivery of the curriculum.
- To implement agreed school policies and guidance.
- To support the Federation's School Development and Improvement Plan and contribute to the strategic vision of the Headteacher and Governors.
- To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- To maintain a safe and secure environment for pupils, in accordance with the school's behaviour policy.
- To participate in meetings which relate to the school's management, curriculum, administration or organisation.
- To communicate and co-operate with other professionals from outside agencies to ensure effective multi-agency working
- To participate in the school's appraisal procedures

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- To ensure that effective communication is maintained with parents/carers about their child's welfare, progress and participation in our school community.
- To have responsibility for an area of the curriculum (unless an ECT): producing Long and Medium Term Plans, monitoring and supporting the delivery of the curriculum subject and ensuring that resources are in place.
- To attend courses, visit other schools etc. to keep abreast of developments: to plan and contribute to School Staff Development across the Federation.

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Personal Specification for Class Teacher

	Essential	Desirable
Safeguard and promote the welfare of all pupils	Be willing to follow the school Child Protection Policy and procedures and undertake mandatory Safeguarding training as directed by the school.	Have experience and understanding of practice and principles for Safeguarding children within an educational setting.
Qualifications	Qualified Teacher Status	Evidence of commitment to Continuous Professional Development.
Experience	Experience of teaching or working with pupils with severe or profound learning difficulties or autism.	Experience of teaching pupils with a range of complex needs.
Knowledge and Understanding	<p><i>The class teacher should have knowledge and understanding of:</i></p> <p>Providing effectively for the individual needs of all pupils by appropriate planning, delivery and differentiation.</p> <p>The statutory requirements of the National Curriculum and/or EYFS Framework.</p> <p>The monitoring, assessment, recording and reporting of pupils' progress.</p> <p>Effective teaching and learning styles.</p>	<p><i>In addition, the class teacher might also have knowledge and understanding of:</i></p> <p>Knowledge and understanding of SEN provision in a mainstream or special school setting.</p> <p>The statutory requirements of legislation concerning Equality and the implications in a Special School.</p>
Skills	<p><i>The class teacher will be able to:</i></p> <p>Promote the schools' aims positively, and use effective strategies and practices to foster its ethos.</p> <p>Create a safe, secure, happy and effective learning environment.</p> <p>Develop good personal relationships within a team.</p> <p>Establish and develop relationships with parents/carers and other stakeholders.</p> <p>Communicate effectively to a variety of audiences.</p>	<p><i>In addition:</i></p> <p>Have good ICT skills.</p>
Personal Qualities	<p>Approachable, hardworking, Committed, flexible/adaptable, enthusiastic, empathetic, well organised, patient, resourceful.</p> <p>Have a sense of humour.</p>	<p>Evidence of effective relationships at all levels.</p> <p>Set and maintain high professional standards.</p> <p>Ability to work independently.</p>