

CLASS TEACHER JOB DESCRIPTION

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

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| Job Title | : | Class Teacher |
| Grade | : | Standard Scale plus Special Needs Point (additional discretionary points subject to the conditions laid out in the Pathfield School Pay Policy document). |
| Responsible to | : | Head Teacher |
| Hours of Work | : | Full time: Monday – Friday, term time only |

Main Professional Grade Teacher Duties

- Responsibility for Safeguarding and promoting the welfare of children
- Planning and preparing courses and lessons.
- Teaching pupils according to their individual educational needs within the guidelines of the National and School curriculum's, including the setting and marking of work, to be carried out by the pupil in school and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils within a multi-disciplinary team.
- Promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to him/her.
- Providing guidance and advice to pupils on educational and social matters and on their further education and further careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
- Preparing pupils for transition to their new class at the end of each academic year.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the school.
- Participating in meetings arranged for any of the purposes described above.
- Providing or contributing to oral and written assessments reports and references relating to individual pupils and groups of pupils.
- Participating in any arrangements within an agreed national framework for the appraisal of his/her performance and that of other Teachers.
- Reviewing from time to time his/her methods of teaching and programmes of work.
- Participating in arrangements for his/her further training and professional development as a Teacher.
- Advising and co-operating with the Head Teacher and other Teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere in accordance with the school behaviour management policy and County safety out of door policy.
- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

- Supervising and so far as practicable teaching any pupils whose Teacher is not available to teach them (see 52.7 of the Teachers' Pay and Conditions Document (2015) for clarification)
- Participating in arrangements for preparing pupils for public examinations (as relevant) and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.
- Contributing to the selection for appointment and professional development of other Teachers and non-teaching staff, including the induction and assessment of new and probationary Teachers.
- Co-ordinating or managing the work of other Teachers if required by the Head Teacher.
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers in the school and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Specific Responsibility

- Details of the specific responsibilities for this post will be agreed with the successful candidate.

Person Specification

Class Teacher

| | Essential | Desirable | Where Identified. |
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| Qualifications | Qualified teacher status | | Application form and letter. Proof of qualifications at interview. |
| Experience | Clear evidence of successful teaching across a full ability and age range. Monitoring and evaluation. Good practice in social inclusion. | Experience of developing links across the community Extensive experience of teaching in a special school setting. | Application form and letter. References. Interview |
| Knowledge and Understanding | Good practice in socialisation and personalised learning. Effective pupil behaviour management skills. Provision for children who are 'at risk' and vulnerable. Good classroom practitioner. | Partnership working. Knowledge of working in an ABA setting | Application form and letter References Interview |
| Skills/Qualities | Good classroom practitioner. Good time management skills Good communication skills. Effective links with all stakeholders within the school. Ability to make links across the curriculum. | Ability to teach an additional subject. | References Application form and letter. Interview |
| Personal Characteristics. | Emphasis on the child at the centre of learning. Self motivated. Commitment towards continued professional development. Approachable. Empathetic and patient. Imaginative and creative at times with the ability to demonstrate initiative. Honest and trustworthy. Ability to organise themselves and others. Ability to manage change sensitively. Calm approach. Resourceful, reflective and able to problem solve, often 'thinking on your feet.' Motivated and hard working. Ambitious both for self and pupils. | | Application Form. References Interview. |
| Equal Opportunities | Commitment to all students and the School Equal Opportunities Policy. Interested in young people and how they learn, developing ways of removing barriers to learning. | Knowledge and understanding of the Disability Discrimination Act. Knowledge of 'student voice and advocacy | References Interview |

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| Teaching Style. | Ability to use a variety of teaching styles. Willingness to teach all aspects of the curriculum. Develop schemes of work and assessment tasks. Flexible approach with a sense of proportion. | Assist with extra-curricular activities. | Application form Informal discussion References Interview |
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