



JOB DESCRIPTION: CLASS TEACHER – MAIN PAY SCALE/UPS

Reports to:	Deputy Headteacher
Responsible for:	The education of students and supervision of support staff where appropriate
Pay Scale:	MPS/UPS plus an allowance equivalent to one Special Educational Needs point as appropriate

The following information summarises, supplements and extends the "Teacher Conditions of Employment" description as laid down in Part XI of the "School Teacher's Pay and Conditions Document".

This job description should be read alongside the DfE National Standards for Teachers and the criteria for Threshold assessment.

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

All members of staff are expected to contribute significantly to the school's planning of student support, with particular reference to the 5 outcomes identified in Every Child Matters (being healthy; staying safe; enjoying and achieving; making a positive contribution; economic well-being).

Job Outline

- To organise and teach a class group, or groups (if subject-based teaching) taking account of individual student's educational needs, within the framework of the school's handbook, curriculum and policy documents, and the student's needs as laid out in their EHC Plan or SEN Statement.
- To coordinate the work of other staff and visiting professionals within the class/es.
- To develop, monitor and review the curriculum and individual learning programmes, and liaise with other staff and parents to implement agreed priorities.
- To be fully involved in the life and development of the school – as indicated in the School Development Plan - including taking responsibility for the development of a curriculum area (subject to be agreed)
- To act as a Family Leader for a set Family group.

Duties

To be performed in accordance with the Teachers' Conditions of Employment Document

- To support and promote the school's philosophy, ethos and aims.
- Responsibility for the day to day education and care of a group of children with Special Educational Needs.
- Planning and preparing individual programmes to meet the child's agreed needs within the requirements of the Statement of Special Educational Needs or EHC Plan. This may include responsibility for:
 - teaching a class group
 - delivering a specialised subject to a number of classes
 - a combination of class and subject teaching
 - delivering outreach support to mainstream schools
- Monitoring, recording and reporting the child's achievements and progress.
- Preparing a detailed report for each student's Annual Review and coordinating reports from other disciplines within the school.
- To offer pastoral support in all areas of the child's school life.
- To liaise with parents and other professionals as necessary.
- To actively participate in the planning and implementation of the School Development Plan.
- To support the Planning Group Curriculum Team Leader(s)/Faculty Leaders in relation to monitoring and development tasks.
- To administer and report on Teacher Assessment or external examinations and any modifications necessary.
- To deliver, monitor, develop and review the curriculum.
- To complete the students' Portfolio/Records of Achievement.
- To further, equal opportunities within the classroom and school.
- To maintain current knowledge of educational initiatives and developments at both local and national level.
- To participate in the school's Performance Management/Appraisal arrangements.

- To contribute to and, in specific areas, take responsibility for high quality, relevant and appropriate classroom and school display.
- For the development and coordination of one agreed (main) subject and some general subjects across the school.
- To attend meetings associated with the duties of teacher.
- To report to the Governing Body on request, including making short presentations in relation to specific roles and responsibilities.
- To carry out any additional duties commensurate with the post of teacher, as directed by the Head Teacher and Senior Leadership Team.

For Upper Pay Include:

- Support other teachers to improve their practice.
- Take a leading role in the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Proactively participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.

Professional Development

- To actively participate in the School's Performance Management /Appraisal Procedures as a positive means of securing excellence and enjoyment.
- To take responsibility for your own professional development, including keeping up to date through reading journals, the TES and Professional Association publications.
- Where appropriate and possible, to further your professional qualifications - for example, by completing a formal Post-Graduate training course in relation to Autism.
- To participate in Inset activities - both receiving and delivering - in order to develop the knowledge and skills of the whole school team.

Curriculum Responsibility

- To monitor and evaluate teaching & learning in a curriculum area in consultation with the Headteacher, Senior Leadership Team and Planning Group Curriculum Team Leaders.
- To draw up and evaluate a curriculum area development plan following consultation with the Headteacher, Senior Leadership Team and Planning Group Curriculum Team Leaders.
- To develop understanding and knowledge of the needs of the students in the school, in relation to the curriculum area, through working alongside teachers as appropriate.

- To support all Planning Groups in relation to the curriculum area including the development of appropriate and effective syllabi to meet the needs of all the students in the school and effective record keeping and reporting.
- To participate in the school's audit and evaluation procedures, including contributing to and supporting applications for specific Quality Marks or accreditations of excellence.
- To coordinate a curriculum resource area - including:
 - the development of a resource area inventory
 - agreeing spending priorities with the Senior Leadership Team
 - advising on the purchasing of appropriate resources
 - evaluating the impact of resources in relation to student needs.
- To participate and contribute to school development projects.
- To carry out any additional duties commensurate with the post, as directed by the Head Teacher and Senior Leadership Team.

Equalities

Be aware of, support difference, and ensure that pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Criminal Records Bureau

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Additional Information

Garston Manor School is a very successful, friendly and forward looking secondary special school for students with Moderate, Autism. Speech Language Communication Needs and Significant Learning Difficulties.

The school has a well-established reputation for catering for children with autism and other communication disorders.

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

Vacancy Details

The Governing Body is seeking to recruit an enthusiastic teacher to join the school's ' Learning and Teaching ' team.

The post presents an exciting opportunity for an energetic and committed primary trained teacher. It will involve:

- working within an enthusiastic and supportive team to cater for the needs of a group of secondary aged children with moderate to significant learning difficulties;
- class teaching;
- opportunities to participate in the school's outreach support to mainstream;
- influencing the development of the school curriculum through involvement in projects and subject leadership;

Experience & Qualifications

The successful candidate should have:

- an interest in working with children with Special Educational Needs;
- suitable Special Educational Needs training or qualifications (or a desire to gain specialist qualifications in Special Education);
- knowledge of the National Curriculum and other strategies.
- Experience of teaching in an SEN School or working with children with SEN

Qualities

The following qualities are essential:

- enthusiasm, flexibility and commitment;
- excellent communication and inter-personal skills;
- good knowledge of the National Curriculum and how to adapt it to meet the needs of children with Special Educational Needs;
- an ability to be innovative in teaching the whole curriculum;
- the ability to lead support staff in a teaching and learning situation;
- a willingness to develop and use Information & Communication Technology skills;
- excellent planning, teaching assessing and reporting skills;
- a positive attitude to implementing ever-improving quality standards;
- the ability to foster positive relationships with colleagues and to work within a team;
- an ability to remain calm in challenging situations;
- an excellent health record;
- a commitment to professional development;
- a good sense of humour - no matter the provocation!
- The ability to hold self to account.

Contacts

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.