



## St Nicholas School

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| <b>POSITION:</b>        | Class teacher   |
| <b>REPORTS TO:</b>      | Head Teacher  |
| <b>RESPONSIBLE FOR:</b> | Teaching Assistants and volunteers in class                               |
| <b>GRADE:</b>           | Teachers Pay & Conditions MPS negotiable depending on previous experience |
| <b>LOCATION:</b>        | Reedham Drive/Canterbury Road   |

### KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children with special educational needs in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LEA and school policies.

### MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. To review and meet the requirements of pupils' Education Health and Care Plans.
4. To manage a class team including Teaching Assistants.
5. Implement the Teacher Standards (Sept 2012) across all teaching and learning.

### PRINCIPAL ACCOUNTABILITIES

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.

4. Where possible, provide children with opportunities to manage their own learning and become independent learners.
5. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
6. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
7. To maintain a high standard of display both in the classroom and in other areas of the school.
8. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
9. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
10. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
11. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
12. To ensure that the school's aims and objectives in relation to the curriculum, equalities, school improvement and discipline are promoted in every day classroom organisation and practice.
13. To liaise with support staff both school based, from the LA & from other external bodies as required.
14. To take responsibility for the management of other adults in the classroom to ensure they are involved in the support and challenge of all children.
15. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
16. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
17. To take responsibility for a curriculum subject area as agreed with the Head Teacher as detailed below:
  - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum/QCA schemes of work and any other new initiatives from the Department for Education.
  - In conjunction with the head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area
  - Review the policy and adapt it as appropriate

- Develop a scheme of work for the subject suitable to the needs of a special primary school catering for 4 – 11 year olds
- Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher
- Offer support and advice to colleagues.

## **KEY ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equalities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

## **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

## **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

| Dimension                                      | Essential Criteria   | Desirable Criteria   |
|--|--|--|
| Education /Qualifications                      | <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Recent professional development relevant to post.</li> </ul>  | Post graduate qualification relating to SEN  |
| Previous Experience                            | <ul style="list-style-type: none"> <li>• Experience of teaching pupils with SEN, in a mainstream Primary school, special school or specialist unit</li> </ul>  | Experience within Early Years Foundation Stage   |
| Skills/Knowledge                               | <ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum framework, and how it can be adapted for children with learning and communication difficulties.</li> <li>• Working knowledge and understanding of autism, moderate learning and communication difficulties and positive behaviour support strategies.</li> </ul>   | Knowledge of signing, esp Makaton and a commitment to developing skills in signing. Knowledge of multi-sensory approaches to learning. |
| Ability/Aptitudes                              | <ul style="list-style-type: none"> <li>• Excellent Primary practitioner</li> <li>• Ability to lead and be part of a multi-disciplinary team</li> <li>• Ability to work without supervision and to use own initiative.</li> <li>• Good communication skills to promote relationships with other staff and line managers, using a variety of approaches.</li> <li>• Good problem solving skills and ability to react quickly and effectively to challenging and difficult situations.</li> <li>• ICT skills that can be used to support and develop visual learning for pupils, and used in administration, e.g. for report writing and email.</li> <li>• Good understanding of health and safety legislation applicable to a school environment.</li> <li>• Ability to support and encourage an environment conducive to learning, and in supporting children and young people resident at the centre.</li> </ul> | Understanding of EY curriculum including play based learning approaches  |
| Personal Circumstances / Physical Requirements | <ul style="list-style-type: none"> <li>• Mobile, physically fit and active.</li> <li>• Prepared to work outdoors and be involved with physical activities including visits to local environment, swimming sessions, and soft play.</li> </ul>  |  |
| Additional Information                         | <ul style="list-style-type: none"> <li>• Permission to live and work in the United Kingdom.</li> <li>• Enhanced Disclosure and Barring Service check (although it will normally be necessary to complete a new one prior to starting work).</li> </ul>   |  |