



# FURZE DOWN SCHOOL

## A Specialist School for Communication and Interaction

EARLY YEARS FOUNDATION STAGE | PRIMARY | SECONDARY | SIXTH FORM

### Job Description and Person Specification

<b>Post Title:</b>	<b>CLASS TEACHER</b>
<b>Salary/Grade:</b>	Main pay scale range + 1 or +2 SEN point, in line with school Pay and progression Policy and the <i>School Teachers' Pay and Conditions Document</i>
<b>Reporting to:</b>	Head of Centre
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Supervisory Role</b>	The post holder will be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities
<b>Disclosure level</b>	Enhanced
<b>Duties and Responsibilities:</b> All teachers are required to work within the statutory frameworks which set out their professional duties and responsibilities and in line with the current <i>School Teachers Pay and Conditions Document and Teacher Standards (2012)</i> . Teachers' performance will be assessed against the Standards as part of the Performance Management/Appraisal process relevant to their role and with regard to school policies and practice.	
<b>Purpose:</b> <b><i>Under the direction of the Headteacher to work as a member of the teaching staff, in this all age special school.</i></b> <ul style="list-style-type: none"><li>• To be responsible for the learning and achievement of all pupils in the designated pupil group, ensuring equality of opportunity for all.</li><li>• Be responsible and accountable for achieving the highest possible standards in work and conduct.</li><li>• To be a role model to pupils, to treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.</li><li>• To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.</li><li>• To take responsibility for promoting and safeguarding the welfare of children and young people within the school.</li></ul>	
<b>TEACHING</b> <ul style="list-style-type: none"><li>• Deliver the curriculum as relevant to the pupils you teach</li><li>• Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate</li><li>• Be accountable for the attainment, progress and outcomes of pupils' you teach</li><li>• Be aware of pupils' capabilities and their prior knowledge: plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn</li><li>• Have and maintain a clear understanding of the needs of all pupils but with particular regard to their individual needs, special needs and individual learning profile; and be able to use and evaluate appropriately targeted and differentiated teaching approaches, strategies and interventions to engage and support them</li><li>• Demonstrate an understanding of and take responsibility for promoting high standards of literacy (whatever subject is taught)</li></ul>	

- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set home learning and plan other out-of-class activities where appropriate to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for assessments within the remit of the *School Teachers' Pay and Conditions Document*

#### **BEHAVIOUR AND SAFETY**

- Establish a safe, purposeful and appropriately stimulating environment for pupils rooted in mutual respect and establish a framework for pupil behaviour within a range of planned strategies and interventions relevant to each child's needs and learning profile
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-knowledge and understanding, self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

#### **TEAM WORKING AND COLLABORATION**

- 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
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

#### **PROFESSIONAL DEVELOPMENT**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the relevant Performance Management/Appraisal Regulations and school policy and practice.

<b>Personal and professional conduct</b>
<ul style="list-style-type: none"> <li>➤ Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>➤ Maintain confidentiality</li> <li>➤ Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality</li> <li>➤ Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community</li> <li>➤ Respect individual differences and cultural diversity</li> </ul>
<b>Whole-school organisation, strategy and development</b>
<ul style="list-style-type: none"> <li>➤ Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision</li> </ul>
<b>Keeping Children and Young People Safe</b>
<ul style="list-style-type: none"> <li>➤ Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy</li> </ul>
<b>Other Responsibilities</b>
<ul style="list-style-type: none"> <li>➤ To play a full part in the life of the school community, to support its vision and ethos and to encourage staff and students to follow this example</li> <li>➤ To support the school in meeting its legal and statutory requirements</li> <li>➤ To work within and actively promote the school's policies and values</li> <li>➤ Employees will be expected to comply with any reasonable request to undertake work that is not specified in this job description.</li> <li>➤ Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> </ul>
<b>LEVEL OF CONTACT AND RESPONSIBILITY FOR PUPILS:</b>
Furze Down School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment. An Enhanced Disclosure and Barring check, references and Fit4Work clearance will be required from the successful candidate.
<b>VALUING DIVERSITY</b>
It is the aim of the School to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.
<b>HEALTH &amp; SAFETY</b>
<p>All staff must comply with the schools Health &amp; Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors</p> <p>All Staff will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</p>
<b>PROBATIONARY PERIOD</b>
This post is subject to the requirements of a six month probationary scheme for new staff only

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description will be reviewed annually as part of the Appraisal process and may be subject to amendment or modification at any time after consultation with the post holder.

## PERSON SPECIFICATION

Qualifications and Experience	Essential	Desirable
Qualified teacher status	✓	
Further professional qualification in relevant subject(s)		✓
Successful and varied teaching experience across EYFS, Primary and / or Secondary	✓	
Experience of delivering the curriculum to pupils with SEN, including those who have Communication & Interaction Difficulties		✓
Recent, relevant in-service training in current educational practice and safeguarding practices	✓	
Knowledge Skills & Abilities:	Essential	Desirable
A critical understanding of the most effective teaching, learning, behaviour management and intervention strategies		✓
Ability to communicate confidently, professionally and sensitively with parents and carers; working in partnership to enable children's successful learning	✓	
Knowledge and understanding of current developments and best practice in SEN legislation		✓
A proven track record of maintaining high standards of teaching and learning in present setting	✓	
Ability to use performance data to inform target-setting, planning and provision		✓
An awareness, understanding and commitment to equal opportunities and inclusion		✓
Knowledge of guidance and requirements around safeguarding children	✓	
Ability to communicate confidently, professionally and sensitively with teachers and therapists; working in partnership to enable children's successful learning	✓	
The ability to remain calm in stressful situations	✓	
Good organisational skills	✓	

<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
Sensitivity and understanding, to help build good relationships with pupils	✓	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding pupil's wellbeing and equality	✓	
Highest levels of professional and personal integrity.	✓	
Flexible	✓	
A strong commitment to the personal, spiritual, social and health development of young people.	✓	
Personal resilience, persistence and perseverance.	✓	
Commitment to undertaking training where required	✓	

**Last review date:** [date when this document was last reviewed]

**Next review date:** [date when this document will next be reviewed]

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_