



## JOB DESCRIPTION

**Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

<b>Job title</b>	Early Years, KS1 & KS2 - Class Teacher
<b>Responsible to</b>	KS1/2 Phase Manager
<b>Responsible for</b>	Teaching general subjects within an all age 6-19 special school within the primary curriculum.  Deployment of support staff, where relevant.
<b>Salary Grade/Range</b>	Salary MPS + SEN1 Point

### **Job Purpose:**

- The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.
- To deliver good, effective teaching and learning in a stimulating and safe environment.
- To provide a broad, balanced and relevant curriculum for every child with access to the National Curriculum; while considering each child as an individual with their own strengths and needs.
- To promote appropriate achievement, educational, social and personal progress of all students for whom the teacher is designated as being responsible.
- To encourage student awareness of personal and social attitudes, enabling them to become a valued and contributing member of their society.
- To develop in every child an understanding and respect for other cultures and to ensure the opportunity for intellectual, moral and spiritual growth.
- To help students achieve desirable attitudes to learning; to develop lively, enquiring minds, the ability to question, reason and apply themselves to the task in hand.
- To provide every student with the opportunity to succeed and develop a positive self-image.
- To work in collaboration and partnership with children, parents, carers, governors, staff and the Local Authority.
- To promote the safeguarding and welfare of children within the school.

### **Post Responsibilities:**

- To fulfil all of the requirements and duties set out in the current School Teachers' Pay and Conditions Document.
- To be an excellent classroom teacher who is able to lead, develop and manage an up-to-date knowledge and understanding of the areas of teaching and student support for which the post holder is responsible for.
- To devise, contribute to and implement statutory assessment and lead on the annual review process.
- To demonstrate consistently high standards of personal and professional conduct, in line with the expected teachers' standards.
- Plan work to meet the learning needs of all students in a consistent and effective way.
- Use appropriate teaching, classroom management and engagement strategies to motivate students and enable each to progress at a level appropriate to individual needs.
- Ensure efficient preparation and recording of each child's work. To mark and assess student's work and to record their development, progress and attainment, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation addresses the needs of all students.
- Ensure lessons are accessible to all learners by using Makaton, Symbols & Grid Player.
- Use colourful semantics within lessons to support and promote communication for all.
- Maintain appropriate assessment records, to capture progress made by students.
- Planning and preparing schemes of work and lessons within the relevant curriculum area(s), both individually and collaboratively.
- Co-ordinating or managing the work of associate staff e.g. teaching assistants that are attached to a student or a group of students.
- Ensuring a variety of high quality learning experiences, which will stimulate learning appropriate to student needs and meet internal and external quality standards.
- Contribute to the curriculum area and subject department's improvement plan and its implementation.
- Contribute to the whole school's planning activities.
- Promoting the general progress and wellbeing of students and groups of students in the role as Class Teacher.
- Support high levels of attendance and punctuality.
- Attend school activities such as Sumer Festival, Parents/ Carers Evenings.
- Following agreed policies for communications in the school.
- Participate fully in professional development activities to help develop practice further, and to share the learning from these as appropriate.
- To uphold and help implement all school agreed policies and procedures.
- Accept delegation thoughtfully and usefully.
- Be involved in pastoral care.
- To carry out break and lunch duties as outlined in the school's duty rota
- Provide an enriched learning environment incorporating early intervention, restorative practice, praise, feedback and challenge.
- Liaise and communicate effectively with other teachers and staff.



- Show loyalty to the school and adopt a professional attitude.
- To achieve any performance criteria or targets relating to the post arising from the School's Professional Conversation arrangements linked to staffs individual Clifton Strengths.
- Follow the school's ethos of being a trauma aware and inclusive environment, and effectively support our Relational Behaviour Policy.

### **Students & Staff:**

- Demanding ambitious standards for all students, overcoming disadvantage and advancing equality.
- Owning a strong sense of accountability for the impact of your work on students' outcomes.
- Being part of an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools.
- Being part of an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Holding yourself to account for your professional conduct and practice.
- To further develop the current curriculum.
- Identify & introduce appropriate qualification based outcome for students in the subject area.
- Be an active member of relevant Local Authority working parties.
- Lead on whole school CPD sessions.

### **Systems & Processes:**

- Providing a safe, calm and well-ordered environment for all students and the staff within your classroom.
- Taking part in the coaching observation process, sharing identified practice.
- Following all systems & process' within the school

### **Impact Within and Beyond the School:**

- Championing best practice and securing excellent achievements for all students
- Inspiring and influencing others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### **Safe Guarding:**

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Welfare Manager.



## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act 1974:**

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

### **Health & Safety:**

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder

### **Confidentiality and Data Protection:**

The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.



**Equality and Diversity:**

- Penn Fields School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development:**

- Penn Fields School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

**Mobility:**

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

**Additional Information:**

**Please note:** This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Head Teacher and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

ACCEPTANCE OF THE JOB DESCRIPTION BY THE POST HOLDER			
I can confirm my acceptance of the job description as outlined above			
Name			
Signed		Date	