



# JOB DESCRIPTION

Job Title: **Class Teacher**

Location: **The Emerald Hub at Fairfield Academy**

***Did you know that emeralds are twenty times rarer than diamonds? That makes them especially precious, just like our children. The Emerald Hub is a purpose-built specialist resource base for 18 KS1/KS2 children with an EHCP identifying a primary need of Communication and Interaction. If you are passionate about supporting pupils with SEND, you might be who we are looking for.***

## **Job Purpose:**

To work with children in our Emerald Hub; a purpose-built specialist resource base for children with a primary need of Communication and Interaction.

To carry out professional duties and to have responsibility for an assigned class.

To carry out appropriate planning, teaching, marking and assessment activities so each child can achieve their potential.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

## **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

## **Reporting To:**

Emerald Hub Lead Teacher/Fairfield Academy Principal

## **Grade:**

M1-UPS3  
Main scale to upper scale, depending on experience.

## **Hours:**

Full time Monday- Friday

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## KEY DUTIES AND RESPONSIBILITIES

- ★ To create and manage a caring, supportive, purposeful, attractive and stimulating environment which is conducive to children's learning.
- ★ To plan and prepare lessons in order to deliver the school's curriculum, ensuring breadth and balance in all subjects.
- ★ To identify clear teaching objectives and learning outcomes, with appropriate differentiation, challenge, support and maintain with high expectations.
- ★ To maintain good order and discipline among the pupils, safeguarding their health and safety following school procedures and policies.
- ★ To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- ★ To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- ★ To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- ★ To prepare appropriate records for the transfer of pupils.
- ★ To ensure effective use of support staff within the classroom, including parent helpers.
- ★ To participate in staff meetings as required.
- ★ To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- ★ To ensure that school policies are reflected in daily practice.
- ★ To communicate and consult with parents over all aspects of their children's education - academic, social and emotional.
- ★ To liaise with outside agencies when appropriate eg. Educational Psychologist.
- ★ To continue professional development, maintaining a portfolio of training undertaken.
- ★ To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- ★ To support the Headteacher in promoting the ethos of the school.
- ★ To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- ★ To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- ★ To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal Review.

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

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1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Qualified Teacher Status	✓		
★ Experience of working in a primary classroom-teaching children with SEND.	✓		
<b>Experience</b>			
★ Experience of dealing with conflicting demands	✓		
★ Experience of delivering personal care/hygiene duties	✓		
★ Experience of working with children with SEN, particularly C&I needs	✓		
★ Experience of planning activities	✓		
★ Strong behaviour management and the ability to quickly establish positive relationships with the pupils and parents.	✓		
★ Is a creative thinker who strives to embed innovative practice and strategies to improve learning for all pupils.	✓		
★ Demonstrates the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all times.	✓		
★ Is committed to professional development.	✓		
★ Demonstrates a good understanding of assessment and progress.	✓		

★ Is willing to maintain effective relationships with parents.	✓		
★ Is committed to the development of the whole child and recognise the importance of their well-being.	✓		
<b>Skills and Knowledge</b>			
★ Has a developing knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively through RE, PE, The Arts (ART, DT, Drama, Music).	✓		
★ Good working knowledge of national curriculum and other relevant learning programmes	✓		
★ Has an understanding of data and how to use this information to target pupils to ensure high outcomes for all.	✓		
★ Has a strong application of ICT to enhance children's learning.	✓		
★ Ability to plan effective actions for pupils at risk of underachieving. ★	✓		
★ Good organisation and effective time management skills.	✓		
★ Ability to carry out appropriate physical interventions where necessary to safeguard self and others. (After training).		✓	
★ An ability to understand the principles of child development and learning processes and in particular barriers to learning.		✓	
★ Knowledge and experience of augmentative communication systems, Makaton, PECs etc.		✓	
<b>Personal Qualities and Ethos</b>			
★ Well-motivated, enthusiastic with a can-do attitude.	✓		
★ Honesty and integrity.	✓		
★ Team working skills.	✓		
★ To be a positive role model to our pupils.	✓		
★ Can deal patiently and sensitively with pupils and parents/carers.	✓		

★ Willingness to work as part of a team to implement and share new ideas	✓		
★ Good communication skills with pupils, parents/carers and colleagues,	✓		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy 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 is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media*

*presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***