

JOB DESCRIPTION

School: Brookfields School	Location: Tilehurst, West Berkshire
Job Title: Class Teacher	Grade / Salary Range: TMR / UPR + 1 Special Need Point

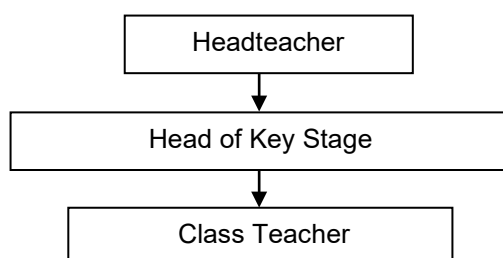
JOB PURPOSE

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document.

The job description concerns:

- The day to day responsibilities required of a Class Teacher in relation to the pupils in his / her care
- Specific Key Stage responsibilities agreed between Headteacher and above teacher
- Wider responsibilities relating to whole school issues and procedures
- Specific responsibilities agreed between Headteacher and above teacher

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

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.

To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

a) The day to day responsibilities required of a Class Teacher in relation to the pupils in his / her care

You will be required to:

- ☐ Organise the day to day running and management of class timetabling and relevant activities
- ☐ Support the Head of Key Stage in all matters of Key Stage policy
- ☐ Ensure on-going assessment of pupils' work and abilities through comprehensive and detailed record keeping based on the school's agreed format
- ☐ Provide suitably differentiated work to meet the individual needs of pupils
- ☐ Write annual reports, annual reviews and any other reports required by the Headteacher
- ☐ Attend report evenings, annual review meetings and Key Stage evenings
- ☐ Attend weekly meetings outside school hours relating to the work of the Key Stage
- ☐ Establish and maintain contact and good working links with parents
- ☐ Maintain and keep up to date a daily register of pupil's attendance
- ☐ Maintain good discipline within the parameters set down within school and Key Stage guidelines
- ☐ Establish and maintain good relationships with support staff working in the classroom
- ☐ Work, as required, in close co-operation with other staff in the Key Stage

- ☐ Contribute to the decision making process within Key Stage and be actively involved in the implementation of Key Stage action plans
- ☐ Contribute to, where appropriate, the display and presentation of pupils' work

b) Wider responsibilities relating to whole school issues and procedures

You will be required to:

- ☐ Be an active and involved member of the school
- ☐ Support the Headteacher in all matters of school policy
- ☐ Work for the advancement and development of the whole school being particularly aware of those problems, both organisational and administrative, which might affect the daily routine
- ☐ Show a sense of responsibility for all pupils within the school in all matters of welfare and discipline
- ☐ Attend staff meetings outside school hours or any other meetings, which the Headteacher considers to be important
- ☐ Contribute to the decision making process within the school and be actively involved in the implementation of school action plans
- ☐ Work, where appropriate, in close co-operation with staff from other Key Stages

SCOPE OF JOB (Budgetary / Resource control, Impact)

- ☐ No direct budgetary responsibility

PERSON SPECIFICATION

Job Title:	Class Teacher	School:	Brookfields School
Reports to (job title):	Head of Key Stage	Location:	Tilehurst, West Berkshire

* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time)

KEY CRITERIA	* E / D?	CONTEXT (How the criterion will be used in the job)
<u>Qualifications & Experience</u> <ul style="list-style-type: none"> <input type="checkbox"/> Qualified teacher with a strong background in working with pupils with special needs <input type="checkbox"/> Additional Qualification in Special Educational Needs <input type="checkbox"/> Experience / training in working with pupils in either the primary or secondary phases <input type="checkbox"/> Successful experience of working with other specialisms and agencies 	E E E E	<ul style="list-style-type: none"> <input type="checkbox"/> The Qualified Teacher provides key guidance and training on working with children that is necessary for this role <input type="checkbox"/> Working with pupils with a range of abilities and adapting methods and resources to suit individual needs. <input type="checkbox"/> All pupils within the School have SEN and experience of this across the School is always encouraged
<u>Knowledge</u> <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of current methodology in the education of pupils with special needs <input type="checkbox"/> Awareness of the role and importance of multi-professional working arrangements 	E E	<ul style="list-style-type: none"> <input type="checkbox"/> Working at an appropriate level and pace to allow pupils to make maximum progress

KEY CRITERIA	E / D?	CONTEXT (How the criteria will be used in the job)
<u>Skills and Abilities</u> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to work as part of a team and manage the deployment of other adults working in the class. <input type="checkbox"/> Ability to work effectively as part of a team and plan jointly <input type="checkbox"/> Commitment to undertaking a detailed induction programme <input type="checkbox"/> Commitment to undertake additional training relevant to the post <input type="checkbox"/> Firm understanding of the subject in relation to pupils with special needs <input type="checkbox"/> Ability to compose clear written reports <input type="checkbox"/> Ability to support on teaching and learning , curriculum developments and training across the school <input type="checkbox"/> Able to construct an individualised curriculum / timetable for specific pupils <input type="checkbox"/> Ability to form constructive relationships with parents 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To lead and manage staff by example <input type="checkbox"/> To be able to ensure that all pupils are included as part of the School <input type="checkbox"/> To be able to feedback to parents and other professionals about the progress of children and to be able to work inclusively with everyone <input type="checkbox"/> Take a lead role teaching a class and directing other assistants <input type="checkbox"/> To ensure that the children that you work with in School gain as much as they can from each task
<u>Work-related Personal Qualities</u> <ul style="list-style-type: none"> <input type="checkbox"/> Flexible and adaptable <input type="checkbox"/> Confident in a variety of situations <input type="checkbox"/> Able to work independently and as part of a team <input type="checkbox"/> Effective communicator <input type="checkbox"/> Commitment to supporting the work of the consultancy service and training offered to parents and agencies beyond the school 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To meet the needs of pupils in a creative way <input type="checkbox"/> Work in partnership with families <input type="checkbox"/> To communicate effectively both orally and in writing <input type="checkbox"/> It is extremely important that the post holder enjoys working with children so that they are able to deal with all situations in a caring and sympathetic manner <input type="checkbox"/> At times there may be confidential discussions about children or families that you are involved in to better understand your role <input type="checkbox"/> Working with other members of staff at all levels is a key requirement of the role to ensure that the Extended Services runs smoothly
<u>Other Work-related Requirements</u> <ul style="list-style-type: none"> <input type="checkbox"/> Suitability to work with Children <input type="checkbox"/> DBS Check <input type="checkbox"/> Patient and resilient <input type="checkbox"/> Willing to attend evening meetings as required 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure the post holder is able to demonstrate the appropriate suitability to work with children <input type="checkbox"/> The post holder may be required to attend meetings outside of School hours both within School and with Peers from other organisations

<input type="checkbox"/> Willing to attend training, including intervention training, and implement actions <input type="checkbox"/> Able to manage the physical aspects of working with children with SEN	E E	
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