



THE SPALDING
SPECIAL SCHOOLS FEDERATION

THE GARTH SCHOOL

Achieving Together

Job Description

Title of Post: Class Teacher
Grade/ Pay Range: MPS/UPS as appropriate plus SEN 1 allowance
Reporting to: Head of School

The responsibilities of the post are to be performed in accordance with the provisions of the current School Teachers' Pay and Conditions document and Teachers' Standards.

Job Purpose

To carry out professional duties and to have responsibility for an assigned class.
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.
To support the school in meeting targets identified in the School Improvement Plan.

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver an appropriately adapted National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise for and manage the needs of individual pupils ensuring differentiation of learning needs, reflecting all abilities and care needs.
- 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 ensure that individual therapies are delivered for those children who require these interventions.
- To liaise with outside agencies when appropriate eg. SaLT, OT, Physiotherapist, School Nurse, Social Worker, EP.
- To provide effective leadership of a team of teaching assistants, including performance management.
- To participate in staff meetings as required.
- To undertake supervisory duties and leadership of assemblies according to an agreed rota.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- 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 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 Senior Management Team 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 Performance Management Review.



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PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<p>Qualified teacher status</p> <p>Evidence of effective teaching experience using innovative and creative teaching approaches</p>	<p>A qualification specific to SEN</p> <p>Evidence of teaching children with complex learning needs including specific interventions</p>
Knowledge (Knowledge, abilities, skills, experience)	<p>A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.</p> <p>Experience of working closely with parents and other partners to support children's learning and development.</p> <p>A sound knowledge and understanding of child development and how experience contributes to learning.</p> <p>Knowledge and understanding of how to monitor and record pupil progress effectively.</p> <p>Good personal ICT skills and a willingness and enthusiasm to make use of new technologies to support learning and development.</p> <p>Know the legal requirements, national policy and guidance on the safeguarding of children.</p>	<p>Thorough knowledge and understanding of the National Curriculum and assessment of children attaining below nationally expected levels</p> <p>Expertise and ability to develop a curriculum area across the school</p> <p>Experience of coordinating the work of a team of teaching assistants.</p>
Skills and Abilities	<p>Ability to prepare and plan effectively.</p> <p>Good organisational and record keeping skills.</p> <p>Ability to work well under pressure.</p> <p>Ability to develop good personal relationships within a team, making an effective contribution to team morale.</p>	

Work-related Personal Requirements	Emotional honesty. Working in a special school is not for everyone and a natural affinity for our wonderful group of pupils is required. Stamina, resilience and a very good sense of humour.	Clear aspirations for your own professional development and career advancement A personal interest or skill area that you can deploy to the benefit of the school and our pupils.
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