

Pens Meadow School

JOB DESCRIPTION

Posts:	Class Teacher with Whole School Responsibility
Full time/Part Time:	Full Time
Status:	Permanent
Salary:	Mainscale/UPS 1 to 3 +2 SEN Salary: £32,916 to £45,352 + £5,497 SEN2

Whole School responsibility: To be determined at interview.

Responsibility to: Headteacher

You are engaged as a teacher and as such shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the current School Teachers Pay and Conditions Document.

Professional duties

The following duties shall be deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform-

Teaching

- planning and preparing courses and lessons;
- teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities

- promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him;
- communicating and consulting with the parents of pupils and participating in meetings.

Assessments and reports

- providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Appraisal or review of performance

- participating in arrangements made in accordance with the most recent regulations for the appraisal or review of his performance and that of other teachers;

Review, induction, further training and development

- reviewing from time to time his methods of teaching and programmes of work;
- participating in arrangements for his further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in statements of objectives or in appraisal statements.

Discipline, health and safety

- maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover

- supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;
- except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, no teacher shall be required to provide such cover for more than 38 hours in any school year;

Administration

- participating in organisational tasks including the direction or supervision of persons providing support for the teachers in the school; and
- attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
- a teacher is not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Management time

- a teacher with leadership or management responsibilities shall be entitled, so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities.

Working time

- a teacher employed full-time shall be available for work for 195 days in any school year, of which 190 days shall be days on which he may be required to teach pupils in addition to carrying out other duties; and those 195 days shall be specified by his employer or, if his employer so directs, by the head teacher.
- such a teacher shall be available to perform such duties at such times and such

places as may be specified by the head teacher which he may for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which he is required to be available for work.

Guaranteed planning and preparation time

- PPA time shall amount to not less than 10% of the teacher's time-tabled teaching time.
- PPA time shall be provided in units of not less than half an hour.
- such a teacher shall not be required to carry out any other duties, including the provision of cover, during his PPA time.

Whole School Responsibility

Strategic direction and development of the area of responsibility

- To keep up to date with developments in the aspect and make colleagues aware of important issues
- To develop and implement policies and practices which reflect the schools commitment to ensuring positive outcomes for pupils
- To establish, with the involvement of relevant staff, sustainable action plans for the development of the whole school aspect which;
 - contribute to whole school aims, policies and practices;
 - are understood by all those involved in putting the plans into practice;
 - are clear about the action to be taken, timescales and criteria for success.
 - To monitor the implementation and impact of these plans
- To analyse and interpret all appropriate evidence to inform expectations

Teaching and Learning

- to be mindful of opportunities for continuity and progression for all pupils.
- To ensure delivery is appropriate to pupils needs
- To set clear expectations for staff and pupils in relation to the learning outcomes

Leading and Managing Staff

- to lead professional development through example and support, and to co ordinate the provision of professional developments in your responsibility.
- to ensure that the Headteacher, senior managers and Governors are well informed about policies, plans and priorities for your responsibility.

Efficient and Effective Deployment of Staff and Resources

- to establish resource needs and advise the Headteacher of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of your subject responsibility.
- to ensure the effective and efficient management and organisation of learning resources in your subject responsibility, including information and communication technology

It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications and the situation.

Any such further reasonable direction to you, not covered above, is the responsibility of the Headteacher or delegated authority.

Signed	_____	Teacher	Date	_____
				July 2024
Signed	_____	Headteacher	Date	_____
				July 2024

Person Specification

Job Title	Class Teacher/Whole School Responsibility	Directorate	Children's Services
Post Number	N/A	Division	Pens Meadow School
Grade	Mainscale/UPS 1 to 3 +2 SEN	Salary	Salary: £32,916 t9 to £45,352 + £5,497 SEN2
		Section	

Criteria (Essential)

Assessment By

Application	Interview	Test
✓	✓	✓

<u>Experience</u>			
Knowledge and experience of working with children with special educational needs and disabilities, either in special or mainstream settings.	✓	✓	
Proven and demonstrable teaching experience in a range of teaching situations demonstrating high standards within the classroom.	✓	✓	
Evidence of understanding the complexities of Safeguarding and what makes a school safe	✓	✓	
Experience of using assessment for learning including the effective use of target setting and interventions	✓	✓	
Evidence of effective behaviour management, supporting pupil learning outcomes	✓	✓	
Desirable: Knowledge and understanding of education health care plans	✓	✓	
Desirable: Evidence of supporting the wider curriculum opportunities in support of pupil outcomes	✓	✓	
Desirable: Knowledge and understanding of different methods of communication used with children who have communication difficulties	✓	✓	

Desirable: Recent experience of working within the ofsted framework	✓	✓	
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<u>Qualifications / Training</u>			
Qualified Teacher status	✓	✓	
Desirable: Additional Qualifications / Training relevant to role	✓	✓	

<u>Practical Skills</u>			
To be willing to demonstrate and share excellent classroom practice with colleagues	✓	✓	
Knowledge of effective differentiated teaching and learning styles, including promotion of pupil voice and independence	✓	✓	
To be able to adapt and modify the curriculum according to ability that is also appropriate to stage of development	✓	✓	
Good organisational, communication and listening skills	✓	✓	
Ability to manage and lead staff teams	✓	✓	
Accuracy and attention to detail.	✓	✓	
Ability to use ICT effectively	✓	✓	

<u>Personal Qualities and Attributes</u>			
Drive and enthusiasm to work with children and young people with special educational needs	✓	✓	
Organised and able to work under pressure	✓	✓	
Ability to work with a wide range of stakeholders including parents, governors and professionals, understanding multi agency working	✓	✓	
High expectations of self, children, colleagues and other stakeholders	✓	✓	
Fully committed to equal opportunity for all.	✓	✓	
Commitment to continual professional development.	✓	✓	
Prepared to be involved with and develop the whole life of the	✓	✓	

school.
A good team player.
Good health and attendance record.
Resilience and adaptability

✓	✓	
✓	✓	
✓	✓	

Prepared By

Marie Hunter

Date

July 2024