

# **Fox Wood School**

## **Job Description**

**Job Title:** Class Teacher

### **Job Purpose:**

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- Successfully meet the relevant Standards for Teachers (Core or Post Threshold depending on experience)
- Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.
- Have due regard to the Every Child Matters Agenda

### **Line Management:**

- Report to Senior Leadership Team.
- Responsible for – no line manager responsibility.

### **Liaising With:**

- Headteacher
- SLT
- Support Staff
- Parents
- LA Officers/Representatives
- External Agencies.

### **Salary Scale:**

- Classroom Teacher Pay Scale

### **Working Time:**

Full-time as specified with Teachers' Pay and Conditions Document.

### **DBS:**

Enhanced.

### **School Ethos:**

- Work with the Headteacher and colleagues in creating, inspiring and embodying the schools Mission Statement, Liaising with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.
- Comply with school policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Attend, take part in and lead acts of collective worship in accordance with school policy.
- Provide Religious Education in accordance with the agreed syllabus.

- Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well being.
- Promote the school and celebrate its success at every opportunity.
- Contribute effectively to the development of a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.

### **Curriculum Planning and Provision**

- Help develop and maintain a curriculum in line with the National Curriculum and school policy to meet the needs of individual children within your class.
- Work with other members of staff to ensure that the extremes of the ability range are catered for within the curriculum.
- Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum subjects and/or areas of pupil and/or staff development.
- Ensure efficient use and ensure available resources are used effectively to support the curriculum.

### **Teaching and Learning:**

- Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- Develop, maintain and use resources appropriate to chosen learning objectives.
- Ensure the effective deployment of teaching assistants in the classroom.
- Analyse and evaluate pupils learning to inform future planning and teaching and learning activities.
- Create and maintain an orderly, safe, stimulating and informative classroom environment.
- Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- Set pupils targets, assess progress and maintain records in accordance with school policy.
- Formulate, plan, implement and review pupils IEP's and IBP's

### **Pastoral Care:**

- Develop positive relationships with all pupils based on their achievements and promote their general progress and well-being and participation in all aspects of school life.
- Maintain a positive approach to pupil management, supporting the school's policies relating to attendance, punctuality and behaviour.
- Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.

- Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- Maintain a system of rewards and sanctions where appropriate which is understood and appreciated by pupils and parents.

### **Support for Staff - (For teachers Post-Threshold)**

- Advise and support staff with the writing of IEP's / or IBP's
- Advise staff on relevant strategies and teaching and learning styles for improving and sustaining high standards of pupil achievement.  
Advise and contribute to the professional development of staff to increase their effectiveness in dealing with pupils with complex needs, through coaching and mentoring.
- Lead by example, promoting good classroom organisation and management.

### **Parental involvement and partnership working:**

- Report appropriately to parents on the needs and progress of their children and promote pupil's learning.
- Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.
- Support the work of the 'Friends of the School'.
- Uphold the school's well-established links with the local community and cluster of schools, the LA and other external agencies in order to maximise support for pupils.

### **Performance Management and Professional Development:**

- Engage actively with the annual performance management review process, in accordance with the school's policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- Ensure colleagues receive information and feedback on professional development activities undertaken.

### **Signatures:**

This job description is current at the date below 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.

Signed: ..... (Teacher)      Date: .....

Signed: ..... (Headteacher)      Date: .....

# FOX WOOD SCHOOL

## TEACHER PERSON SPECIFICATION

	Essential	Desirable
<b>1. Qualifications/training</b> <ul style="list-style-type: none"> <li>qualified teacher status</li> <li>first degree</li> <li>evidence of continued professional development</li> </ul>	✓  ✓	✓
<b>2. Appearance/health</b> <ul style="list-style-type: none"> <li>good attendance/sickness record</li> <li>physically able to carry out all duties</li> </ul>	✓ ✓	
<b>3. Experience</b> <ul style="list-style-type: none"> <li>to have recent teaching experience</li> <li>experience of SEN</li> <li>interest in SLD/ASD/PMLD</li> </ul>	✓ ✓ ✓	
<b>4. Knowledge, Understanding</b> <ul style="list-style-type: none"> <li>thorough knowledge of the National Curriculum</li> <li>understanding of the curriculum needs of pupils with SLD/ASD/PMLD</li> <li>knowledge of legislation as it relates to pupils with SEN</li> <li>knowledge of a variety of strategies for the management of challenging behaviour</li> </ul>	✓	✓  ✓  ✓
<b>5. Skills</b> <ul style="list-style-type: none"> <li>ability to lead/manage one or more curriculum area across the school</li> <li>computer literate</li> <li>ability to manage and motivate a class team</li> <li>ability to communicate with parents, other professionals, governors and pupils</li> <li>ability to plan, organise and evaluate and prepare individual education programmes</li> <li>to take an active role in the development of the school's curriculum policies</li> </ul>	✓  ✓  ✓ ✓  ✓	
<b>6. Personal Qualities</b> <ul style="list-style-type: none"> <li>commitment to equal opportunities</li> <li>flexibility and adaptability</li> <li>sensitive to the needs of pupils and families</li> <li>sense of humour</li> <li>commitment to excellence</li> <li>commitment to wider life of the school</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	