



CLASS TEACHER – JOB DESCRIPTION

NAME: Fairfield School
POST TITLE: Class Teacher – Whole School

Purpose:

- To deliver high quality teaching within a broad, balanced, relevant and differentiated curriculum
- To monitor and support the overall progress and development of pupils
- To facilitate and encourage a learning experience which provides all pupils with the opportunity to achieve their individual potential
- To raise standards of pupil attainment
- To support colleagues in developing a team approach to raising the quality of teaching and learning throughout school

Line Management:

- To be responsible to the Headteacher and responsible for liaison with classroom assistants

Strategic Planning:

- To develop appropriate schemes of work
- To plan and prepare lessons according to the whole school format
- To assist the school's Leadership Team to ensure the variety of teaching and learning strategies complements the school's priorities and contributes to raising levels of pupil achievement and expectation

Staff Development:

- To take part in the school's development programme and to take an active responsibility for personal CPD
- To engage actively in the Performance Management Review process
- To ensure effective/efficient deployment of classroom support
- To be a team player, assisting and playing an active role in improving the performance and skill levels of colleagues

Quality Assurance:

- To review methods of teaching and schemes of work
- To maintain appropriate pupil records and to provide accurate and up to date monitoring of pupil progress
- To track pupil progress and use information to inform teaching and learning

Management of Resources:

- To co-operate with colleagues to ensure a sharing and efficient use of resources to the benefit of the school and pupils

Pastoral Role:

- To be a class teacher to an assigned group of pupils or contribute to the wider pastoral needs of pupils
- To promote the general progress and well-being of individual pupils and of the class group as a whole
- To register pupils, accompany them to assemblies and support their participation and adherence to the ethos of the school, reinforcing and upholding school policies
- To communicate as appropriate, with parents of pupils and with outside agencies concerned with the welfare of individual pupils
- To apply the school's behaviour management policy so that effective learning can take place
- To contribute towards the annual review process in school

Teaching:

- To teach pupils according to their individual educational needs as identified in the pupils' Education Health Care Plan, including the setting and marking of work carried out by pupils in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as required
- To undertake a designated programme of teaching
- To prepare and update teaching materials
- To use a variety of delivery methods which will stimulate, motivate and engage learners, appropriate to pupil needs and demands of the scheme of work and to evaluate the effectiveness of different teaching and learning styles
- To maintain discipline and a classroom environment conducive to good learning, and encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To consistently implement the school rewards system and the school's behaviour policy and procedures
- To mark, grade and give written/verbal and diagnostic feedback as required
- To provide, or contribute to, oral and written assessments, reports and parents' evenings
- To undertake teaching in other subjects and Key Stages, as agreed, to meet the needs of the school

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive ethos and to be a positive role model in encouraging staff and pupils to follow this example
- To comply with the school's Health and Safety Policy and understand risk assessments as appropriate
- To support the wider development of pupils and the school's commitment to enrichment activities

Further Expectations of Teachers on the Upper Pay Spine:

- To demonstrate a high degree of sustained competence
- To actively contribute to and take responsibility for own teaching and learning skills and CPD
- To act as a professional role model and work effectively with others to raise attainment
- To make a significant contribution to the ethos/success of the school

**Kirklees Education Service
Personnel Specification**

Post: Class Teacher – Fairfield School

Ref:

| | CRITERIA | RANK | HOW IDENTIFIED |
|---|---|-------------|---|
| Relevant Experience | 1. Recent experience teaching in a special school. | E | Application Form Interview References |
| | 2. Experience of working with pupils with Special Needs. | E | |
| | 3. Experience of working in a multi-cultural environment. | D | |
| | 4. Experience of developing links with other schools and educational providers. | D | |
| Education and Training | 5. Qualified Teacher Status | E | |
| | 6. Evidence of CPD with particular reference to SEN and including raising attainment, classroom behaviour management and the use of ICT | D | |
| General and Special Knowledge and Skills | 7. Ability to teach across the whole school | E | |
| | 8. Evidence of a specialist knowledge of working with SEN pupils | E | |
| | 9. Knowledge of current and recent educational issues. | E | |
| | 10. Commitment to a high level of personal and social development for each individual. | E | |
| | 11. Commitment to Inclusion | E | |
| | 12. Knowledge of the Annual Review Process. | E | |
| | 13. Experience of writing IEPs. | D | |
| | 14. Working knowledge of ICT in the curriculum. | D | |
| | 15. Commitment to contribute to the range of extra-curricular activities and encourage pupil participation. | D | |
| | 16. Commitment to and knowledge of effective approaches to teaching and learning. | E | |
| Additional Factors | 17. The ability to work as part of a team. | E | |
| | 18. A firm yet caring approach. | E | |
| | 19. A positive attitude to pupils with learning difficulties. | E | |
| | 20. A commitment to Equal Opportunities. | E | |
| | 21. Experience of working with Education Teaching Assistants. | D | |

Note to applicants:

E= Essential, D= Desirable. You will only be shortlisted from the details in the application form if you meet all the criteria ranked as E to be identified through the application form. If a large number of applications are received only those who also meet the criteria ranked D will be shortlisted.