

# ASTLEY PARK SCHOOL



## Class Teacher

# Job Description & Person Specification



## **Class Teacher**

This job description should be read alongside the range of duties of teachers set out in the School Teachers' Pay and Conditions Document 2024. Staff members should, at all times, undertake duties in line with the professional standards for qualified teachers and work within the framework provided by the schools' policy statements to fulfil the aims and objectives of the School Improvement Plan.

All staff should have the shared vision of Astley Park School to Nurture Futures.

## **Duties and responsibilities**

The main professional duties attached to this post are:

### **Teaching and Learning**

Plan, prepare and teach lessons in line with school policy and practice taking into consideration the needs of all learners.

Ensure that the needs of all learners are met in accordance with their Education and Health Care Plans and that learners make progress towards their individual outcomes.

Set personalised targets for each learner and ensure that they are provided with the best opportunities to achieve the outcomes set.

Maintain a person-centred approach to learning in order to maximise all learners' capacity to participate, enjoy and achieve.

Plan, prepare and present learning opportunities, based on prior learning, that foster engagement, excitement, real life experiences and prepare learners for life.

Plan opportunities for skills and knowledge to become embedded across a range of contexts.

Establish and maintain an effective learning provision suitable to meet the needs of the individual learners within the classroom.

### **Assessment and Recording**

Ensure that all aspects of learning are recorded in line with the Assessment, Recording and Reporting policy.

Ensure that all assessments are updated in line with the whole school expectations and the Assessment, Recording and Reporting policy.

Prepare accurate and timely information for annual reviews and multi-agency meetings and attend as required. Ensure that information for annual reviews is prepared to the required standard and in the required time frame.

Formally share progress through reporting to parents and carers in the annual review meetings, at Parents' Evenings and through the annual parent/carer reports.

Work with school leaders to evaluate the progress of individual learners and devise, deliver and assess intervention programmes where learners need additional support.

## **Health, Safety and Behaviour**

Maintain the positive ethos and core values of the school, in the classroom, school environment and community.

Ensure the classroom is an organised and highly effective teaching and learning environment which adheres to the Health and Safety policy.

Safeguard the health and safety of pupils both on school premises and when engaged in authorised activities elsewhere, by evaluating the activity and preparing both formal and dynamic Risk Assessments, in line with the Health and Safety policy, Learning Outside the Classroom policy and Lancashire's Educational Off Site Visits policy and guidelines.

Ensure safeguarding practices are adhered to as stipulated in the policy for Safeguarding and Child Protection.

Support behaviour through using the ethos of 'positive approaches to promote positive behaviour' in line with the school behaviour policy.

Participate in organisational tasks, for example; registering attendance in a timely and accurate way, attending and delivering assemblies, break and bus group supervision.

## **Personal and professional conduct**

Maintain high levels of personal conduct in line with both school, local and national codes of conduct.

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

## **Working with Colleagues and other Professionals**

Develop and maintain effective working relationships with all members of the school community, including parents/ carers and outside agencies, regardless of disability, age, gender, race, nationality, religion, marital status, maternity, sexual orientation or background.

Establish and maintain productive relationships with colleagues in order to promote mutual understanding of areas of the school curriculum.

Lead, organise, direct and supervise support staff assigned to class effectively.

Contribute to the professional development of Teaching Assistants through supporting them through the self-evaluation process.

## **Professional Development**

Complete all aspects of induction training, including keeping an up-to-date record of training undertaken.

Participate in and contribute to regular meetings arranged for the purpose of; information and discussion, training and development, school improvement, including all staff meetings, twilight and inset days.

Demonstrate commitment to continuing professional development through engagement with the appraisal process.

Regularly review the effectiveness of your teaching and learning procedures and its impact

on learners' progress, attainment and well-being, developing approaches where necessary responding to advice and feedback from colleagues.

Fully participate in training and development opportunities implementing what has been learnt into practice.

Undertake any additional responsibilities which might from time to time be reasonably determined.

## Person Specification – Class Teacher

The Person Specification is related to the requirements of the post as determined by the Job Description. Shortlisting is carried out on the basis of how well you meet the requirements of the Person Specification.

You should refer to these requirements when completing your application.

<b>Training and Qualifications</b>	<b>Essential or Desirable</b>	<b>Evidence</b>
Qualified Teacher Status	E	AF
Commitment to personal and professional development	E	AF/I
Degree qualification	E	AF
SEN qualification	D	AF
Recent Relevant Training	D	AF
<b>Experience</b>		
Teaching English, Phonics and Maths	E	AF/I
Teaching a Primary style curriculum – delivering all subjects	E	AF/I
Teaching learners with SEN in mainstream or special school setting	E	AF/I
Working with learners with a wide range of needs including; ASC, Sensory Processing Differences, SLCN, SLD, CN, SEMH, MLD	D	AF/I
Using 1:1 iPads to facilitate learning	D	AF/I
Managing a team of classroom staff	D	AF/I
Leading and managing a subject area	D	AF/I
<b>Knowledge, Skills and Understanding</b>		
Relate positively with staff, parents and other professionals	E	AF/I
Learners education and holistic development	E	AF/I
Effective and innovative teaching and learning strategies to support learners with a wide range of needs	E	AF/I
Use of positive behavioural strategies to support	E	AF/I

learners		
Professional confidentiality, sensitivity and discretion	E	I
Effective use of ICT in teaching and learning	E	AF/I
Commitment to safeguarding	E	AF/I
Knowledge of Health and Safety	E	AF/I
Working knowledge of effective pedagogy across subjects	D	AF/I
Local and national policies, priorities and statutory frameworks	D	AF/I
<b>Personal Skills and Attributes</b>		
Excellent inter-personal skills	E	AF/I
Highly effective communication skills	E	AF/I
Excellent health and attendance record	E	AF/I
High levels of commitment, enthusiasm and integrity	E	I
Ability to prioritise time effectively	E	I
Resilience, the ability to maintain a positive work-life balance and a commitment to well-being.	E	I