

# Astley Park School



**Class Teacher**

**Job Description & Person Specification**

**2025**

## Lancashire County Council

### Role Profile – Operational Context Form

<b>Post title: Class Teacher</b>	
<b>Grade:</b>	Teachers Main Scale plus SEN Allowance
<b>Class Teacher and Subject Advisor</b> 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.	
<b>Duties and responsibilities</b> The main professional duties attached to this post are: <b>Teaching and Learning</b> <ul style="list-style-type: none"><li>• Plan, prepare and teach lessons in line with school policy and practice taking into consideration the needs of all learners.</li><li>• 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.</li><li>• Set personalised targets for each learner and ensure that they are provided with the best opportunities to achieve the outcomes set.</li><li>• Maintain a person-centred approach to learning in order to maximise all learners' capacity to participate, enjoy and achieve.</li><li>• Plan, prepare and present learning opportunities, based on prior learning, that foster engagement, excitement, real life experiences and prepare learners for life.</li><li>• Plan opportunities for skills and knowledge to become embedded across a range of contexts.</li><li>• Establish and maintain an effective learning provision suitable to meet the needs of the individual learners within the classroom.</li></ul> <b>Assessment and Recording</b> <ul style="list-style-type: none"><li>• Ensure that all aspects of learning are recorded in line with the Assessment, Recording and Reporting policy.</li><li>• Ensure that all assessments are updated in line with the whole school expectations and the Assessment, Recording and Reporting policy.</li><li>• 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.</li><li>• Formally share progress through reporting to parents and carers in the annual review meetings, at Parents' Evenings and through the annual parent/carers reports.</li><li>• Work with school leaders to evaluate the progress of individual learners and devise, deliver and assess intervention programmes where learners need additional support.</li></ul>	

## **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.

## Subject Advisor

- The Post holder is responsible for an identified subject within school under the direction of the Faculty Lead.

## Strategic Direction and Development of the Subject

- Have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of learners' lives.
- Keep abreast of national and local developments within your subject area, liaising with Faculty Leads to develop subject planning and curricula development.
- Develop and implement, in conjunction with the Faculty Lead, subject policy and practices which reflect the school's commitment to high achievement through effective teaching and learning, supporting policy reviews in line with the whole school policy cycle.
- Develop Subject Improvement Plans for the subject which identify clear targets, actions and times-scales for its development and/or maintenance in line with the School Improvement Plan in collaboration with the faculty lead.

## Teaching and Learning

- Demonstrate high quality teaching and learning in your subject, within your own class.
- Ensure the quality of teaching, learning and assessment across identified subject through termly work scrutiny and analysis of subject data in collaboration with the faculty lead.
- Support internal moderation of identified subject and external moderation where applicable.
- Attend local network meetings as directed by the Head teacher.
- Lead on whole school initiatives/ theme days relevant to the subject.

## Supporting Staff Development

- Enable all teachers to achieve expertise in teaching the subject through support and by leading or providing high quality professional development opportunities.

## Effective Deployment of Resources

- Maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject and sharing these with staff.
- Undertake any additional responsibilities which might from time to time be reasonably determined.

**Prepared by:**

Schools HR Team

**Date:**

07/05/2025

## Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## Person Specification

### Post Title – Class Teacher

Requirements	Essential	Desirable	Assessed via
<b>Qualifications</b>			
Degree	Y		Checked on arrival
QTS	Y		
Evidence of CPD re : SEND and/or Curricular	Y		Application form
<b>Experience</b>			
Experience teaching pupils with a range of SEND within a primary or special school setting	Y		Application form / Interview / Reference
Working knowledge of assessment procedures and ability to analyse and utilise data to support progress and raise achievement	Y		Application form / Interview / Reference
Excellent ICT skills	Y		Application form / Interview / Reference
Experience of leading a subject, long term project, or initiative	Y		Application form / Interview / Reference
Experience of multi-disciplinary working	Y		Application form / Interview / Reference
Experience and confidence in managing pupils whose behaviour can be challenging	Y		Application form / Interview
Team Teach Intermediate trained		Y	Application form / Interview
<b>Knowledge, Skills and Competence</b>			
The ability to communicate effectively and professionally with pupils / parents / agencies	Y		Application form / Interview / Reference
The ability to use ICT resources effectively to enhance learning	Y		Application form / Interview / Reference
The ability to plan effectively to meet the learning needs of all students including the management and deployment of staff and resources	Y		Application form / Interview / Reference
The ability to use PECS, Makaton/BSL, Intensive interaction and augmented communication methods		Y	Application Form / Interview / Reference
The ability to teach effectively whole classes, groups and individuals	Y		Lesson delivery / Interview / Reference

The ability use assessment to inform teaching, IEPs and personalised programmes	Y		Application form / Interview / Reference
The ability to lead a classroom team and deploy teaching assistants to support pupil learning	Y		Application form / Interview / Reference
Awareness of medical care plans and protocols	Y		Application form / Interview / Reference
Commitment to safeguarding and protecting the welfare of children and young people, commitment to equality and diversity, commitment to health and safety, and commitment to attendance at work	Y		Application form / Interview / Reference