

St Nicholas School



POSITION:	Class Teacher
REPORTS TO:	Head Teacher
RESPONSIBLE FOR:	Teaching Assistants and Volunteers in class
GRADE:	Teachers Pay & Conditions MPS negotiable depending on previous experience
LOCATION:	Reedham Drive, Purley, CR8 4DS

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children with special educational needs in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LEA and school policies.

MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. To review and meet the requirements of pupils' Education Health and Care Plans.
4. To manage a class team including line management of Teaching Assistants.
5. Implement the Teacher Standards (Sept 2012) across all teaching and learning.

PRINCIPAL ACCOUNTABILITIES

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.
4. Where possible, provide children with opportunities to manage their own learning and become independent learners.
5. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
6. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.

7. To maintain a high standard of display both in the classroom and in other areas of the school.
8. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
9. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
10. To assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
11. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
12. To ensure that the school's aims and objectives in relation to the curriculum, equalities, school improvement and discipline are promoted in every day classroom organisation and practice.
13. To liaise with support staff both school based, from the LA & from other external bodies as required.
14. To take responsibility for the management of other adults in the classroom to ensure they are involved in the support and challenge of all children.
15. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
16. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
17. To take responsibility for a curriculum subject area as agreed with the Head Teacher as detailed below:
 - Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum/QCA schemes of work and any other new initiatives from the Department for Education.
 - In conjunction with the head teacher or other senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area
 - Review the policy and adapt it as appropriate
 - Develop a scheme of work for the subject suitable to the needs of a special primary school catering for 4 – 11 year olds
 - Take responsibility for maintaining and evaluating all material resources with a system of easy accessibility. To consult colleagues and be responsible for ordering resources within an agreed budget in full consultation with the head teacher
 - Offer support and advice to colleagues.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equalities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer and we welcome applications from people with disabilities. The school will request references in advance once shortlisting has taken place. Any offer of appointment will be subject to pre-employment checks including an enhanced DBS (safeguarding) check and satisfactory references. A pre-employment medical questionnaire and completion of documents concerning disqualification of association and other various induction procedures.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

GDPR Statement

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. For further information on who we share data with please see our website for our Data Protection Policy and Privacy Notices:

www.st-nicholas.croydon.sch.uk

Dimension	Essential Criteria	Desirable Criteria
Education / Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Recent professional development relevant to post. 	Post graduate qualification relating to SEN
Previous Experience	<ul style="list-style-type: none"> • At least 1 year experience of teaching or supporting pupils with MLD, complex needs or Severe Learning Difficulties in special school or specialist unit. • At least 2 years' experience teaching in Primary education (Special/Mainstream) 	Experience of teaching MLD/SLD, SEMH and complex needs
Skills / Knowledge	<ul style="list-style-type: none"> • Knowledge of the EYFS and National Curriculum framework, and how it can be adapted for children with learning and communication difficulties. • Good working knowledge and understanding of autism, moderate learning and communication difficulties and positive behaviour support strategies. 	<p>Knowledge of visual communication strategies including signing, especially Makaton/PECS/symbols and a commitment to developing skills in signing.</p> <p>Knowledge of multi-sensory approaches to learning.</p> <p>Knowledge of PROACT-SCIPr-UK.</p>
Ability / Aptitudes	<ul style="list-style-type: none"> • Excellent Primary practitioner • Passion and commitment to working with children with Special Educational Needs and Disabilities. • Ability to lead and be part of a multi-disciplinary team • Ability to work without supervision and to use own initiative. • Good communication skills to promote relationships with other staff and line managers, using a variety of approaches. • Good problem solving skills and ability to react quickly and effectively to challenging and difficult situations. • ICT skills that can be used to support and develop visual learning for pupils, and used in administration, e.g. for report writing and email. • Good understanding of health and safety legislation applicable to a school environment. • Ability to support and encourage an environment conducive to learning, and in supporting children and young people resident at the centre. 	Understanding of specialist curriculum including sensory learning approaches and TEACCH
Personal Circumstances / Physical Requirements	<ul style="list-style-type: none"> • Mobile, physically fit and active. • Prepared to work outdoors and be involved with physical activities including visits to local environment, swimming sessions, and soft play. 	
Additional Information	<ul style="list-style-type: none"> • Permission to live and work in the United Kingdom. • Enhanced Disclosure and Barring Service check (although it will normally be necessary to complete a new one prior to starting work). 	