

# Forest Way School

## Class Teacher

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document and the Teachers' Standards (DfE). These detail the professional and particular duties required of teachers, together with requirements for management time, working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

<b>Job Purpose</b>	To enable pupils to learn and to make as much progress as is possible for them individually.
<b>Objectives</b>	<ul style="list-style-type: none"><li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate, (after the first year of teaching post qualifying).</li><li>• To monitor and support the overall progress and development of pupils.</li><li>• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.</li><li>• To contribute to raising standards of pupil attainment.</li><li>• To share and support the school's responsibility to provide and monitor opportunities for personal growth and enjoyment.</li></ul>
<b>To whom the post holder reports to</b>	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"><li>• The headteacher in all matters</li><li>• The relevant member of the Leadership Team in respect of curriculum and pastoral matters</li></ul> <p>The post holder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school. This includes interacting with other professionals for example speech and language therapists.</p>
<b>Duties and responsibilities specific to the post</b>	<ul style="list-style-type: none"><li>• To plan, prepare and teach lessons.</li><li>• To oversee the learning and progress of a class group including maintaining up-to-date assessment records as required by the school and to write necessary progress reports.</li><li>• To ensure the necessary communication or physical and access support is available for pupils at all times.</li><li>• To supervise and plan the work of support staff working in the class including identifying any training needs.</li></ul>

**JOB DESCRIPTION**

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	<ul style="list-style-type: none"> <li>• To maintain links with other professionals and ensure that programmes devised by them are carried out.</li> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in their curriculum area (if appropriate) and school.</li> <li>• To contribute to the achievement of the School's Improvement Plan and its implementation.</li> <li>• To contribute to the whole school's planning activities.</li> <li>• To manage the classroom resources efficiently to promote effective learning.</li> </ul> <p><b>Curriculum Coordinator Responsibilities if relevant (see attached Curriculum Leader's Job Description):</b></p> <ul style="list-style-type: none"> <li>• Develop own expertise in the above subject areas</li> <li>• To keep abreast of the above subject areas through research, CPD etc.</li> <li>• To act as a consultant to other staff, including the headteacher</li> <li>• To produce in consultation with colleagues written policies and guidance; and lead staff in the discussion of policy and guidance</li> <li>• To oversee the effective use of curriculum resources in the subject areas detailed above</li> <li>• Ensure 'Best Value' in the procurement of curriculum resources in the subject areas detailed above</li> <li>• Ensure legal compliance with statutory curriculum guidance in the above subjects</li> <li>• Coach colleagues to ensure good practice in the above subject areas</li> <li>• Monitor and assist in the evaluation of the delivery of the above subject areas across the school</li> <li>• Network and liaise with colleagues in other schools to ensure equity and continuity in the above subject areas</li> </ul>
<p><b>Generic duties and responsibilities</b></p>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers' Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"> <li>• School policies and guidelines on the curriculum and school organisation</li> <li>• To have a general regard for health and safety matters</li> <li>• National Professional Standards for Teachers</li> <li>• National Standards for Subject Leaders</li> <li>• The Conditions of Service for School Teachers in England and Wales with locally agreed conditions of employment</li> <li>• Common core of skills and knowledge for the children's workforce.</li> <li>• All teachers have a responsibility for providing and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.</li> <li>• To promote equal opportunities within the school.</li> </ul>

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<p>AREAS OF RESPONSIBILITY:</p>	<p><b>The duties and responsibilities detailed within this job description are supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers' Pay and Conditions Document.</b></p> <p>To take overall responsibility for planning a broad, balanced and relevant curriculum for the pupils in a named class or groups, taking into account the requirements of the National Curriculum.</p> <p>To work towards achieving pupils' individualised targets, and to maintain appropriate assessment records.</p> <p>To be responsible for the safety and well-being of all pupils in that class.</p> <p>To supervise support staff working in that class; to arrange how they work and with which pupils; to identify in-service training needs.</p> <p>To maintain good links with other professionals, and to ensure that programmes devised by them are carried out.</p> <p>To work as a team member within a department and within the staff team as a whole.</p>
<p>KEY TASKS:</p>	<p>To ensure that an appropriate broad, balanced curriculum is offered to all pupils in the class; to ensure that all pupils receive their entitlement.</p> <p>To plan pupils' work within the framework required by the school; to seek to work towards achieving pupils' individual targets.</p> <p>To maintain up-to-date assessment records as required by the school, and to contribute reports for Annual Reviews (and on other occasions as requested); to ensure that assessments contribute effectively towards pupils' educational needs and towards target-setting.</p> <p>To offer a broad range of experiences that will implement the school's curriculum.</p> <p>To offer a range of experiences that will enhance pupils' personal development.</p> <p>To undertake a whole school responsibility for one or more curriculum areas (in negotiation with the headteacher), and to carry out the duties of curriculum co-ordinator (if appropriate).</p> <p>To have regard for, and to contribute to, the School Improvement Plan.</p>

# JOB DESCRIPTION

- To manage the use of classroom resources efficiently, to promote effective learning within the groups with which you work.
- To promote equal opportunities within the school, and to implement the school's Equality Policy, which may include participation in links with other schools.
- To promote a total communication environment using signing, symbols and visual systems as appropriate.
- To participate in Appraisal and to be responsible for performance managing support staff as appropriate.
- To liaise closely with parents via home-school diaries etc., and to promote excellent relationships between parents and the school.
- To have a general regard for Health and Safety matters.
- To attend all relevant meetings.
- To attend relevant Parents' Evenings.
- To work towards meeting the relevant Professional Standards for Teachers.
- To plan and spend allocated budgets in curriculum areas (if appropriate), and monitor impact on teaching and learning.
- To fulfil the duties of a teacher as defined in the current Pay and Conditions' Document for teaching staff.
- Is committed to ensuring the safeguarding and well-being of children and young people and takes appropriate action where necessary.

***This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.***

***Forest Way School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.***

# FOREST WAY SCHOOL

## Personnel Specification Teaching Posts Permanent Full Time

		ESSENTIAL	DESIRABLE
1	Qualifications	Qualified teacher with DfES number or teacher about to obtain QTS with strong interest in pupils with S.E.N.	Experience of pupils with S.E.N. Evidence of further study. Qualification in Special Education
2	Experience	Taught in a variety of schools (could include T.P.)	Broad experience in mainstream and special education
3	Written application	Sound and well presented	No spelling mistakes!
4	Background knowledge	A broad background in teaching all subjects	Evidence of recent courses attended
5	Professional Development	Able to display clear thinking about curriculum matters, current educational issues and willingness to co-ordinate areas of curriculum	Involvement in external and in-house INSET
6	School Governors	Display understanding of role of governing body	Period of time as governor
7	Parents	Developed views re parental involvement	Experience of home/school liaison
8	Special Needs	Willingness to teach throughout age range and understanding of needs	
9	Equal Opportunities	Display understanding of equal opportunity issues	Evidence of good practice
10	Other Agencies	Some knowledge of agencies involved with S.E.N. pupils	Evidence of experience with other agencies concerned with S.E.N. pupils
11	Community	Has clear ideas of involvement with the community	Experience of community involvement
12	Physical ability	Good health, ability to lift, sense of humour	Clean driving licence Minibus test Personal survival – Swimming qualification

## FOREST WAY SCHOOL

13	Safeguarding	<p>Responsibility and accountability for safeguarding and promoting the welfare of children and young people.</p> <p>Awareness of current legal requirements, national policies and guidance on the safeguarding and promotion of the wellbeing of children and young people.</p> <p>Able to recognise indicators that may lead to concerns and to take immediate action.</p> <p>Is committed to ensuring the safeguarding and well being of children and young people and takes appropriate action where necessary.</p>	<p>Fully understands their role in the context of safeguarding children and young people.</p> <p>Knows the policies and procedures relating to safeguarding children and young people.</p> <p>Knows the local arrangements concerning the safeguarding of children and young people.</p> <p>Knows how to identify potential child abuse or neglect and follows safeguarding procedures.</p> <p>Makes referrals in line with policy to the relevant body(ies).</p> <p>Takes advantage of learning and development opportunities in relation to safeguarding.</p> <p>Keeps abreast of new developments in safeguarding as part of normal continuous professional development activity.</p> <p>Keeps up to date with relevant legislation.</p>
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The essential requirements of the post will be tested during the interview, tests, assessments and presentation.