**JOB DESCRIPTION**

**CLASS TEACHER**

**Job Title** Class Teacher

**Responsible to** Head of Education & Principal

**Responsible for** Class Teaching & Nominated Curriculum Lead

**Key Internal Contacts** Other staff within the education team

Staff within the care team

Administration and support services staff

Central OFG support services

**Key External Contacts** Pupil relatives, advocates and supporting professionals

Examination/accreditation boards

Placing authorities and service providers

Registration, regulatory and inspection bodies

Local Services – statutory, voluntary and community neighbours

**JOB PURPOSE**

To provide a high quality education service for our pupils in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body. To work with the Head Teacher, Deputy Head Teacher, leadership team and other stakeholders to secure high standards throughout the school.

**KEY TASKS AND RESPONSIBILITIES**

To plan, deliver and teach individual pupils or small groups, in accordance with the School’s Curriculum framework and related policies.

* To monitor, record and report on pupil progress.
* To contribute to and help implement developments that relate to the School Development Plan
* To promote, in line with Company policies, the physical, educational and moral development of the pupils.
* To contribute to the development and implementation of an environment and programme of learning for the pupils to ensure progression at an appropriate and satisfactory rate.
* To take responsibility for coordinating the teaching, development, assessment, recording and reporting of subjects and areas of learning across key stages as agreed with the Head Teacher.
* To devise, implement and review individual education plans, individual behaviour plans and other relevant individual plans in conjunction with other staff.
* To organise the classroom, its resources, pupil groupings and displays to provide a stimulating learning situation appropriate for pupils.
* Adequately plan to ensure the safety of pupils, in line with risk assessments, while both on and off site.
* To ensure Teaching Assistants, and Unqualified Teachers are well briefed and able to produce appropriate and effective resources/teaching aids.
* Work with and manage challenging behaviour, enabling pupils to develop from needing external control, to developing self-control.
* To play a full part as a member of the School’s multi-professional team, ensuring effective working relationships with colleagues.
* To maintain regular communication both informally and in meeting times, ensuring the individual needs of the pupil are being met effectively.
* To ensure that the available equipment and resources are used, stored and maintained efficiently
* To make, use and keep records in accordance with Company policies and procedures and standards set by the Regulatory Body.
* To keep up-to-date with specified subject area and educational practice
* To ensure that all relevant education policies and procedures are implemented in full.
* Safeguard all pupils and ensure their safety and wellbeing.
* Liaise with staff from other departments to provide a consistent approach to all aspects of pupil education.
* Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent.
* approach to education and care of pupils.
* To meet in full the Professional Standards for Teachers.

**Management of Staff**

* Assist in the recruitment, training and ongoing development of staff.
* Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Head Teacher and Deputy Head Teacher, for example supervisions, annual appraisals and Teacher Performance Management, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with company policy.
* Raising awareness of Company policies and procedures and standards set out by the regulatory Body to staff members.
* Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies.

**General**

* Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
* Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
* Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistle blowing, Complaints and Representations and Behaviour Policies.
* Report issues and/or incidents relating to staff and Pupils that have arisen in the day promptly to the relevant Head Teacher/Deputy Head Teacher or appropriate person.
* Participate in training and take responsibility for personal development.
* Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
* Work to promote the school as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
* Ensure that all actions are in the interests of the Pupils and the Company.
* To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
* To carry out any other reasonable and relevant duties as required.

**PERSON SPECIFICATION – CLASS TEACHER**

**Essential Desirable**

**Experience**

Relevant experience in the specialist area of service

i.e. relevant experience of working with young people/young √

adults with Autistic Spectrum Disorders and/or challenging behaviours

Experience of Ofsted procedures / inspections √

Experience of working within a residential school √

Experience of managing staff √

Managing budgets effectively and ensuring cost efficiency √

**Skills, Knowledge and Aptitudes**

Good knowledge of people management practises √

Effective leadership skills √

Ability to motivate a team and individuals √

Effective communication skills, verbal and written √

Excellent IT skills √

Good organisational and time management skills √

Excellent decision making skills √

Change management skills √

Ability to work independently and a part of a team √

Good knowledge of safeguarding procedures √

Good knowledge of the relevant Regulatory Body Legislation √

**Qualifications and Training**

Qualified Teacher Status (or QTLS) √

Nationally recognised degree √

Relevant qualifications for the specific service/sector √

Willingness to work towards further qualifications as required √

**Other**

Driving Licence √

This job description is a guide to the work that you will be initially required to undertake. It may be altered from time to time to meet changing circumstances. All members of staff are expected to carry out any reasonable instruction given by the Head of Education / Principal or other such authorised person so as to allow for the effective running of the school. This Person Specification does not form part of your contract of employment.

**The Shires is an Equal Opportunities employer.  We are also committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.  This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.  An enhanced Disclosure and Barring Service Certificate is required prior to commencement of this post.**