



## Crane Park Primary School Job Description – Class teacher ASD Unit

Contractual Details				
<b>Post Title:</b>	ASD Class Teacher			
<b>Responsible to:</b>	Head of Centre / Deputy Head/ Headteacher			
<b>Contract type:</b>	Mainscale / UPS + 1 SEN point			
	Permanent ✓	Fixed Term	Full time ✓	Part time

Job Purpose	
	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>• Deliver personalised programmes of learning that ensure the highest levels of progress for pupils.</li> <li>• Monitor and evaluate pupil progress and make adjustments to programmes of learning in response to the outcomes.</li> <li>• Lead, and effectively deploy adults within the class team, in order to impact on pupil progress.</li> <li>• Be responsible for ensuring the implementation of personalised programmes prescribed by ASD practitioners</li> <li>• Ensure the safeguarding, safety and well-being of the pupils.</li> </ul>

Teaching Responsibilities	
Teaching and Learning	<p>The class teacher will take responsibility for the following areas for their class:</p> <ul style="list-style-type: none"> <li>• Planning and delivering lessons with differentiated outcomes.</li> <li>• Planning and assessing the curriculum delivery for each individual in the class group, including personalised learning programmes for individual pupils.</li> <li>• Motivating pupils to engage in learning opportunities and support pupils to build their confidence to learn and their self-esteem.</li> <li>• Ensuring optimal levels of emotional and sensory regulation through tailoring the classroom environment and activities according to pupils' needs, so allowing them to engage positively in their learning.</li> <li>• Behaviour management in accordance with school behaviour policy, which includes supporting interventions and implementing behaviour support plans for each individual in the group.</li> <li>• Direct the work of the Teaching Assistants to ensure there are outstanding expectations and outcomes for learning of all pupils and groups through targeted and focused interventions.</li> <li>• When required, liaise with other agencies who may contribute to the development of programmes of learning or behaviour management and implement their advice.</li> </ul>
Pupil well-being	<p>The class teacher will take responsibility for:</p> <ul style="list-style-type: none"> <li>• Pastoral care and safeguarding of the pupils in their class.</li> </ul>



	<ul style="list-style-type: none"> <li>Monitoring attendance and following up absences with parents on the first day of absence; monitor attendance for patterns of absence and alert Head of Centre of concerns.</li> <li>Attending meetings with multi-agency professionals, as appropriate, and in liaison with Head of Centre and members of SLT.</li> </ul>
Management of class team	<p>To contribute to the efficient and effective organisation of the various teams within the school, the class teacher will take responsibility for:</p> <ul style="list-style-type: none"> <li>Planning and directing the work of the teaching assistant(s) working within their team.</li> <li>Supporting supply staff to work effectively within the classroom.</li> </ul>
Efficient and effective deployment of resources	<p>The class teacher will take the Lead role in the following areas:</p> <ul style="list-style-type: none"> <li>Organisation of class and or Unit assemblies.</li> <li>Planning Educational Visits and ensuring appropriate Risk Assessments are completed.</li> <li>Ensuring appropriate resources are available for the delivery of the curriculum.</li> <li>Directing Teaching Assistants in the preparation of resources and displays.</li> </ul>
Working with parents	<p>The class teacher will:</p> <ul style="list-style-type: none"> <li>Liaise with parents/carers regarding day-to-day safeguarding and well-being issues.</li> <li>Maintain a full and comprehensive home-school communication book to communicate with parents/carers information about progress and well-being.</li> <li>Attend parent/carer evenings every term.</li> <li>Inform the DSO of any safeguarding or serious concerns raised by parents/carers.</li> <li>Persist in order to build relationships with hard-to-reach parents/carers.</li> <li>Participate in any planned parent workshops offered by the ACE Zone</li> <li>Assist with the preparation of ASD resources and visuals to ensure a consistent management approach both at school and home</li> </ul>
Accountability	<p>The class teacher will take responsibility for:</p> <ul style="list-style-type: none"> <li>Writing Annual Review reports and giving verbal feedback at annual reviews</li> <li>Written reports to parents and meeting with parents at Parent Evenings and at other times as appropriate.</li> <li>Reporting on pupil progress using accurate moderated data in line with school policies.</li> </ul>



Other	<ul style="list-style-type: none"> <li>• Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.</li> <li>• Attend and participate in regular meetings, fulfil responsibilities as specified on school rotas and duties.</li> <li>• To attend and participate in planned training sessions.</li> <li>• This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the class teacher's professional responsibilities and duties. It is expected that the class teacher may, if required, carry out any relevant additional duties, which the Headteacher may, from time to time, deem appropriate and necessary.</li> </ul>
-------	---

Person Specification	
Qualifications and experience	<p>The class teacher will have:</p> <ul style="list-style-type: none"> <li>• QTS.</li> <li>• Experience of teaching SEN pupils, although this does not necessarily have to have been within a specialist school or unit setting.</li> <li>• Ability to be able to oversee the management of complex and challenging pupil behaviour.</li> <li>• Effective line management of class-based staff.</li> </ul>
Knowledge and understanding	<p>The class teacher will have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• National curriculum and Accreditation frameworks.</li> <li>• How to use a range of tools and performance data to monitor, evaluate, support, track and report on pupil progress, attainment and achievement.</li> <li>• How to personalise learning based on accurate assessment of progress and evaluation of lessons.</li> <li>• Current educational trends and initiatives, especially in regard to the needs of pupils with ASC</li> <li>• Current educational trends and initiatives.</li> <li>• Ofsted inspection framework.</li> <li>• Safeguarding practices and procedures.</li> <li>• The impact of therapeutic interventions in the management of behaviour and pupil well-being.</li> </ul>
Shaping the future	<p>The class teacher will have:</p> <ul style="list-style-type: none"> <li>• The ability to build on current strengths and initiatives and deliver continuous improvement.</li> <li>• A clear understanding of, and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new approaches/technologies which are relevant to teaching and learning.</li> </ul>



Pupils and staff	<p>The class teacher will be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• A clear understanding of what makes good and outstanding teaching</li> <li>• An understanding or ability to learn of and apply excellent strategies for management of ASC needs and challenging behaviour.</li> <li>• A commitment to valuing, supporting and encouraging the professional development of all staff members.</li> </ul>
Strengthening community	<p>The class teacher will have:</p> <ul style="list-style-type: none"> <li>• A commitment to building and maintaining effective and positive relationships with parents/carers, governors, the wider community and other schools.</li> <li>• To believe in the fundamental importance and value of education in young people's lives.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Excellent written communication skills and a high level of ICT literacy.</li> <li>• Proven ability to listen to, understand and work effectively with all children, staff, governors and parents/carers.</li> <li>• Ability to work under pressure and to meet deadlines.</li> <li>• A flexibility of approach in order to respond creatively and positively in a range of situations</li> <li>• The understanding that behaviour is a form of communication and commitment to working with ASC pupils in that context</li> </ul>
Professional values and practice	<p>The class teacher will</p> <ul style="list-style-type: none"> <li>• Be positive and respond to situations in a calm, professional manner at all times.</li> <li>• Be self-motivated, creative, robust and resilient.</li> <li>• Carry out responsibilities while being flexible and adaptable.</li> <li>• At all times model good relationships, attitudes and behaviour.</li> <li>• Work collaboratively within a team using own initiative.</li> <li>• Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.</li> <li>• Have a high level of commitment to safeguarding, inclusion and equality in all aspects of school life.</li> <li>• Demonstrate a willingness and ability to improve own practices and to act on feedback.</li> <li>• Act as a positive ambassador for Crane Park Primary School and make a meaningful contribution to the school community.</li> </ul>



Summative Agreement	
Confidentiality  Code of conduct Safeguarding  Health and Safety  Induction	<ul style="list-style-type: none"> <li>• I will treat all information about children, families and staff discreetly with regard to confidentiality and data protection and will report all concerns to the appropriate person(s).</li> <li>• I will adhere to the school's code of conduct.</li> <li>• I will comply with all school policies and procedures related to equality, safeguarding, and e-safety and will report any concerns to the appropriate person(s).</li> <li>• I agree to take care of my own and other's safety at all times and to carry out my duties in accordance with the school's Health and Safety Policy and procedures.</li> <li>• On joining the school, I agree to attend Induction sessions and complete all related tasks as required.</li> </ul>
<p><i>This job description is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in school. It does not comprise a full and comprehensive list of all the tasks that the class teacher will undertake in fulfilling their responsibilities and may also be subject to amendment or modification at any time in consultation with the class teacher.</i></p>	
Agreed by Class teacher: _____ Date: _____	
Date of this review: _____ Date of next review: _____	