

The Sheiling School Ringwood

Job Description for Class Teacher

Job Title: Class Teacher

Summary of Main Roles and Responsibilities

Your main role will be to teach a class group of children aged between 6 and 16, with a range of learning and social needs. The class group may grow or be divided as more pupils are admitted. You may be expected to stay with your class up to class 10. You will be responsible for the planning, organization and delivery of the school's curriculum to your class group and for the care of the teaching environment. The role involves managing the classroom resources available to you in order to maximize the effectiveness of your teaching. This will involve the guidance, supervision and support of class assistants and helpers. Additionally you will contribute to the working of the teachers' group through regular weekly meetings and through clear communication with colleagues.

You will be confident in working with pupils with a range of abilities. You will have confidence in dealing with challenging behaviour; training and support will be provided to help with this and to develop your skills. It will be important for you to build appropriate relationships to the pupils you work with. This will include the ability and willingness to look beyond any apparent "behaviour difficulties" and to work with the potential of each individual pupil.

The Sheiling School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The physical, social, emotional and spiritual well-being of the children and young people at the Sheiling School is a primary role of the Class Teacher.

General Task Description

- As a minimum you will be required to work Monday to Friday during term time. Hours: 8.45am to 4.15pm on Monday, Tuesday, Wednesday and Friday, with 1 hour allowed for lunch; 8.45am to 5.00pm on Thursday (to allow for the weekly teachers' meeting). You will need to ensure you devote sufficient time to effective lesson planning and the care of your teaching environment and to the other tasks related to the role. Please note that our school term dates are sometimes different to those of state schools.

The class teacher will be responsible for...

- Planning, organizing and delivering the school's adapted Steiner Waldorf curriculum to the class group, in line with the school's curriculum policies and the school's basic standards of teaching.
- Working closely and effectively with teaching colleagues and other professionals across the school and within the class, to meet the pupils' needs.
- Providing clear leadership, guidance and support for assistants and helpers in the class – promoting a learning environment and attitudes appropriate to addressing the welfare and educational needs of the pupils.
- Teaching with lively, rich and enthusiastic lesson delivery, embodying the curative educational ethos of the school and based on sound planning and an appropriate knowledge of the subject being taught, with appropriate utilization of assistants, helpers and resources.

Continued overleaf...

- Producing clear and consistent planning, with written lesson plans, following agreed formats, geared towards meeting pupils' needs as a group and as individuals, in line with the school's curriculum and syllabus.

- Maintaining an open, safe, ordered, warm, welcoming and clean teaching environment, enabling the pupils to feel secure and the class helpers and other professionals to orientate themselves easily within the class setting. Cleaning the class.
- Producing clear and timely recording and reporting, within required timescales and according to agreed procedures, including relevant statutory requirements, e.g. completion of attendance registers, regular log book entries and regular maintenance of Individual Learning Plans.
- Writing in depth reports for the pupils' Annual Reviews, following the school's guidelines and attending the review meetings, giving verbal reports as required.
- Providing clear documented assessment of pupils' educational needs, in line with the school's curriculum policies, to inform lesson planning and delivery.
- Anticipating and planning for future events and giving adequate response to unexpected events that might impact on the learning experience of the pupils – e.g. changes to staffing or the timetable, the celebration of festivals, visitors, educational outings, planned absences of colleagues, etc.
- Covering for other teachers as directed, sometimes at short notice, and to work with other timetabled class groups or ability groups.
- Attending all Teachers Meetings, relevant Internal and external Reviews and pre/post-term Planning Meetings and Development Working Days/Co-working days as directed.
- Clear communication with parents and external stakeholders as appropriate, e.g. representatives from funding authorities, etc.
- Conducting regular and consistent supervision of any class assistants working under your guidance – to include regular supervision sessions (and twice yearly reviews together with the Education Coordinator), in accordance with the school's policies.
- Holding regular class meetings to develop positive teamwork in the class.
- Developing and utilizing skills related to augmentative communication methods and their relevant application in relation to each pupil's needs, e.g. Signalong, PECS, communication books, visual timetables, electronic aids, etc, as directed by the speech and language therapist.
- Continuing professional development, including attendance at all relevant planned non-term-time training courses and working days in school. Attendance of off-site training relevant to your work with the pupils may be required. The school has three designated holiday-time training weeks per year.
- Registration with any appropriate professional body/bodies.
- Adhering to the school's Health and Safety policies, including relevant risk assessments, e.g. for off-site trips.
- Each class has a 5-day residential "class camping trip" during the summer term, usually based off the school's site. You will organize, book, risk assess and lead this trip, which will mean being residential and working beyond your normal working hours during this week.
- Performing with appropriate professional care any other tasks, duties and responsibilities that, within reason, further the aims and objectives of the Sheiling School.
- Perform any other tasks within reason which may be required to fulfil the role of Teacher and further the goals and objectives of the Sheiling School.

Accountability

The Class Teacher reports directly to the Education Coordinator - David Morley.

Person Specification – Class Teacher

Qualifications, Experience, Skills and Qualities

Essential:

- A relevant teaching qualification – QTS, PGCE, Steiner Education, etc.
- Proven experience of teaching pupils with learning difficulties
- Experience of the use of structured learning techniques including augmentative communication strategies/total communication approaches
- Excellent written and verbal communication skills
- Confidence to work with pupils who can exhibit challenging behaviour
- Good leadership skills – clear communication, good planning skills and ability to motivate and enthuse a small team
- A proven commitment to the wellbeing and safety of pupils with complex learning needs
- Openness/interest in Camphill Curative Education and Steiner Waldorf Education
- Ability to be a positive team member, with the potential to relate appropriately to and work closely with the teachers and other colleagues
- Strength of character - firm, but kind and with the ability to build strong, warm and appropriate relationships with the pupils
- Open and flexible
- Ability to accept guidance and advice within a supportive collegial framework
- Able to show initiative and to be perceptive to others' needs
- Able to be confidential

Desirable:

- Experience in a Camphill or Steiner education setting
- Clean UK driving licence and confidence to drive with pupils