

JOB DESCRIPTION

LOCATION: Waverley School

SALARY SCALE: Main Pay Spine + 1st SEN Allowance

1. CLASS TEACHER

To be immediately responsible to the Head of Sector, and ultimately to the Head Teacher, and to undertake the following duties and responsibilities:

- 1.1 To fulfil a teaching commitment as outlined in the National Pay and Conditions for Teachers.
- 1.2 To provide, co-ordinate and deliver a broad and balanced curriculum and to organise the classroom, its resources and displays to create a stimulating learning environment.
- 1.3 To provide detailed written records of the pupils learning objectives and their progress, I.E.P's and Annual Reviews.
- 1.4 To develop and participate in personal hygiene programmes and eating and drinking programmes where necessary.
- 1.5 To take all reasonable steps to maintain good order among pupils, safeguarding their health and safety both when they are authorised to be on School premises and when they are engaged in authorised School activities elsewhere.
- 1.6 To ensure that the register is marked punctually and kept up to date as required by the law.
- 1.7 To direct and co-ordinate Teaching Assistants and any student or volunteer assigned to the class for whom responsibility has been allocated.
- 1.8 To work closely as a team with colleagues and other professionals.
- 1.9 To work in conjunction with other professionals from the Health Service to ensure that pupils medical and physical needs are met appropriately.
- 1.10 To develop good communications with parents/carers via appropriate means including Home/school books, the telephone etc.
- 1.11 To take an active part in whole school development planning.
- 1.12 To be fully aware and adhere to all School policies for the curriculum, health and safety and those pertaining to management issues.
- 1.13 To ensure that duties are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- 1.14 All staff have a responsibility to ensure they familiarise themselves with the risk assessments and Individual Behaviour Plans (IBP's) for all the pupils they work with. Staff must ensure they follow the safe systems of working outlined in the Risk Assessment and IBP.
- 1.15 To participate in appropriate meetings with colleagues, parents/carers and other professionals.
- 1.16 To incorporate the philosophy of the Lower department into classroom/lesson planning and management.
- 1.17 To be a full member of the department team and to undertake department responsibilities, as agreed with the Head of Sector.
- 1.18 To undertake general duties as allocated by the Headteacher or Deputy Head, to assist in the daily management of the School, provided that these duties are reasonable and necessary in relation to particular circumstances.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone working in Waverley is expected to share this commitment.

February 2016

PERSON SPECIFICATION

Essential	Desirable
<ol style="list-style-type: none"> 1. Degree or equivalent in Education 2. Successful experience in a Special or mainstream school 3. Ability to provide a broad, balanced and differentiated curriculum 4. Ability to use a range of teaching strategies 5. Ability to work collaboratively within a team and manage staff effectively 6. Understanding of child development and a working knowledge of the National Curriculum. 7. An ability to communicate effectively with parents/carers, demonstrating an understanding of their situation. 8. A commitment to the school and its pupils 9. Organised, good time keeping and good health record 10. A real interest in working in a SLD/PMLD school 	<ol style="list-style-type: none"> 1. Advanced diploma or degree in SLD 2. Primary/Early Years background. 3. Additional courses in Special Education 4. Ability to provide a broad and balanced curriculum relevant to SLD/PMLD pupils 5. To be able to plan for individual pupils and monitor progress. 6. Understanding of the educational needs of SLD/PMLD pupils 7. Worked in an SLD/PMLD School 8. Experience of working in a multi-disciplinary team 9. A sense of humour 10. Willing to support the School in social/fund raising events

