

Job Description and Person Specification

Job Title:	EYFS SEND Class Teacher
Service Provision:	The Chalet School
Job Family:	Teaching and Learning
Line Manager:	Senior Leadership Team
Salary Grade:	Main Teacher Scale + SEN 1
Annex:	Please ensure you refer to Annex 1 with this job description

To teach pupils within the school while leading and managing a team of Teaching Assistants (TAs) effectively. To be involved in school development work and carry out other such associated duties as are reasonably assigned by the Headteacher (HT.)

The job description is to be performed in accordance with the provisions of the School Teachers pay and Conditions of Service Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the burgundy book) and to locally agreed conditions of employment.

Key accountabilities, duties and responsibilities

Leadership & Management

- To lead the learning for pupils functioning from Birth to 5 Matters and EYFS
- To provide examples of good and outstanding teaching practice; including preparation and planning, classroom management and the maintenance of effective working relationships with colleagues, pupils and their families/carers
- To organise the effective deployment and direction of Teaching Assistants, within the classroom and support the development of an effective team
- To participate in meetings which relate to the school's management, curriculum, administration or organisation
- To communicate and co-operate with specialists from outside agencies to provide an effective multi-agency service and prepare reports on the needs of individual pupils as required
- To participate in the performance management for the appraisal of their own performance, contributing to Teachers and Teaching Assistant's performance management reviews where requested in line with the subject leadership support

Quality of Teaching & Learning

- To identify, plan for and teach, according to their individual educational needs, pupils assigned to the post holder in an allocated class group
- To develop within pupils, the ability to take responsibility for their own learning
- To plan for, organise and maintain a stimulating classroom environment appropriate to the needs, age and level of development of the pupils, which facilitates learning
- To demonstrate a high standard of classroom management and practice, and teach within the framework of the school and Trust's policies and guidelines paying particular attention to equal opportunities and diversity
- To plan for, co-ordinate and manage the work of Teaching Assistants

- To promote the agreed school ethos, attitudes and values in all aspects of work with pupils, colleagues, parents/carers, volunteers and visitors
- To participate in school activities, meetings, discussions and management systems necessary to co-ordinate the work of the school as part of the statutory 1265 hours directed time (FTE)

Achievement and Assessment of Pupils

- To assess pupil achievement, plan for and evaluate progress in accordance with both national requirements and arrangements agreed within the school
- To provide reports and assessments for each pupil in accordance with school policy and for a range of audiences, including reports to support their EHCP
- To engage in and maintain a dialogue with parents/carers and other professionals about the pupils' welfare, teaching programmes and progress within an allocated class or group

Behaviour, health and wellbeing of pupils:

- To maintain discipline, support and promote positive behaviour management strategies in accordance with the ethos, rules and behaviour management policy of the school
- To be responsible for meeting the welfare needs, safeguarding the health & wellbeing of the pupils, actively promote the development of personal & social skills and provide emotional support in a way that accords with the pupils' age and level of development within the stated aims of the school
- To comply with and actively implement Children's Services and school policies regarding health & safety, Equal Opportunities, Child Protection and Behaviour Management.

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Have EYFS Qualified Teacher Status 	<ul style="list-style-type: none"> • Further SEN Qualifications e.g. Masters in Autism • Training in Signing, PECS
Knowledge and Experience	<ul style="list-style-type: none"> • Appropriate experience as a Class Teacher for pupils functioning from Birth to 5 Matters and EYFS • Experience of teaching pupils with SEND • Experience of setting targets and monitoring performance in order to raise pupil achievement • Experience of carrying out pupil assessments • Experience of leading and working as a part of a team 	<ul style="list-style-type: none"> • Experience of teaching pupils with Autism (in both age and ability) • Knowledge of differing teaching and learning styles • Experience of pre-key stage levels and the coordination of a specific subject • Experience of the current Ofsted statutory guidance • Experience of developments relating to the assessment of relevant pupil groups • Experience working with Early Careers Teachers (ECTs) • Have experience and understanding of practice and principles for Safeguarding children, young people or vulnerable adults within an educational setting
Skills and Abilities	<ul style="list-style-type: none"> • Good ICT Skills • Able to promote the school's aims positively, and use effective strategies and practices to foster its ethos • Ability to develop good personal relationships within a team • Ability to establish and develop relationships with parents/carers and other stakeholders • Create a safe, secure, happy and effective learning environment • Ability to work independently • Ability to set targets, meet deadlines and work under pressure • Adaptable and versatile approach • Communicate effectively to a variety of audiences • Ability to relate to people at all levels 	<ul style="list-style-type: none"> • Ability to use ICT to promote and enhance learning • Ability to analyse information • Aptitude for training, coaching and mentoring other employees • Experience of delivering group or whole employees training to groups of adults • Ability to contribute to extra-curricular activities