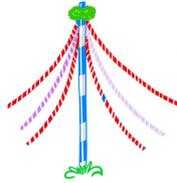


# Maypole School



## Job Description & Person Specification

for the role of

## Classroom Teacher

February 2024

Maypole School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** Teachers Pay Scale

**Weeks / Year:** 39 weeks / year

**Hours:** 38 hours / week

**Contract type:** Full time, permanent

**Location:** Maypole School in Streatham (SW16) or Maypole School in Sunbury (TW16)

**Reporting to:** Assistant Headteacher or Executive Head Teacher

**Responsible for:** Teaching Assistants

### Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher
- Meet the expectations set out in the Teachers' Standards

## **Duties and responsibilities**

### **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of learning
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Produce annual education reports, for end of year and for annual reviews
- Review annually each pupil's Education Health and Care Plan and contribute to Annual Review meetings
- Take responsibility for a specific subject that you will lead on. This will include creating and assisting the development of schemes of learning, lesson planning, subject coordinator meetings.

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Participate in the use of physical intervention when required, in line with the School's as part of the behaviour management policy

### **Professional development**

- Take part in the school's supervision and appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Participate in all training sessions relevant to the needs of the pupils and of the organisation including physical intervention training

### **Communication**

- Communicate effectively with pupils, parents and carers
- Liaise with external stakeholders, such as social workers, CAMHS and other professionals
- Ensure daily communication with parents takes place

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

## Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

## Other areas of responsibility

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** September 2022

**Next review date:** September 2023

**Headteacher/line manager's signature:**

---

**Date:**

---

**Postholder's signature:**

---

**Date:**

---

# PERSON SPECIFICATION FOR THE ROLE OF TEACHING ASSISTANT

*What Qualifications, Experience, Skills & Knowledge do we want Applicants to have?*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• University Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Successful teaching experience</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working with or caring for children with Special Educational Needs</li> <li>• An understanding of Adverse Childhood Experiences / developmental trauma / social, emotional and mental health difficulties</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum</li> <li>• Knowledge of effective teaching and learning strategies</li> <li>• A good understanding of how children learn</li> <li>• Ability to adapt teaching to meet pupils' needs</li> <li>• Ability to build effective working relationships with pupils</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• High expectations for children's attainment and progress</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Understanding and passion for working with children and young people with challenging behaviour and complex needs</li> <li>• Good ICT skills, particularly using ICT to support learning</li> <li>• Be able to react positively and constructively to challenging situations involving the care and management of individual children.</li> <li>• Being able to partake in physical intervention</li> <li>• Good communication skills, and the ability to communicate fluently in English</li> <li>• Ability to relate well to both children and adults</li> <li>• Work constructively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of using educational software</li> <li>• Understanding and prior knowledge of child protection and safeguarding</li> <li>• Familiarity with the Arbor Management Information System</li> </ul>