

## **Job Description**

<b>DIRECTORATE:</b>	Education, Early Years and Young People
<b>SCHOOL:</b>	Tondu Primary School
<b>POST:</b>	Observation and Assessment Class Teacher
<b>GRADE OF POST:</b>	Teacher Salary Scale + ALN
<b>RESPONSIBLE TO:</b>	Headteacher and Governing Body

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### **JOB PURPOSE:**

Carrying out the professional duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

This position will include the teaching of Curriculum for Wales/National Curriculum and associated skills and learning experiences, including relevant accreditation, across the Foundation Phase age range of pupils (aged 3-7) with complex additional learning needs (ALN) at Tondu Primary School and oversight of an area of the curriculum through negotiation.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To teach pupils with ALN including pupils with behavioural, emotional and social difficulties, and autism, including the setting and marking of work to focus on their individual educational and ALN needs whilst having regard for the curriculum of the school.
- Assessing, recording and reporting on the attendance, progress, development and attainment, including the personal and social needs of pupils and keeping such records as are required by the school's systems.
- Liaising with staff, parents/carers, and multi-agency colleagues through the provision of and contribution to oral and written assessments, reports and references, including participation in meetings, to provide maximum support and continuity of provision to ensure children's progress and attainment is paramount.
- Planning and preparing lessons and teaching pupils in their assigned groups according to their needs and the curriculum of the school and the promotion and development of 'best practice' including regular evaluations and reviews.



- Setting high expectations for pupils' behaviour and maintaining a good standard of discipline through well focused teaching, fostering positive relationships, and implementing the school's behaviour policy.
- Managing the work of support staff in the classes, delegating appropriate duties to them ensuring that areas of responsibility are appropriately designated dependent on support staff qualifications, including the organisation of adequate supervision for pupils during lunchtimes and break times.
- Maintaining good order, behaviour and promoting self-discipline for pupils and safeguarding their health and safety both when on the school premises and when engaged in authorised activities elsewhere.
- Playing a full part in the life of the school community and supporting the vision, ethos and policies of the school, participation in regular evaluations and implementation of the school improvement plan, and promotion of high levels of engagement and achievement across the school.



## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Childrens IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Bureau**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Teacher

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Relevant teaching qualification.</li> <li>Registration with the General Teaching Council of Wales.</li> </ul>	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Recent experience of teaching pupils with complex additional learning needs.</li> <li>Recent experience of teaching Curriculum for Wales within the Foundation Phase.</li> <li>Recent experience of managing support staff.</li> <li>Experience of leading an area of the curriculum.</li> <li>Previous experience of collaborative working with multi-agency professionals.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and a lesson observation.

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to create a happy, challenging and effective learning environment.</li> <li>• Flexibility in working as part of a team.</li> <li>• Good interpersonal skills.</li> <li>• Good organisational skills.</li> <li>• Good communication skills.</li> <li>• Good ICT skills.</li> <li>• Resilience</li> <li>• Good display skills.</li> <li>• The ability to communicate through the medium of welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and a lesson observation.