



## **KS1/KS2 Class Teacher**

**To start September 2024/January 2025**

**Permanent Position**

**Main pay range**

**£31,350 - £42,689**

**Plus SEN allowance (currently £2880 per annum)**

We have an exciting opportunity for a teacher to join us to teach, guide and develop our wonderful pupils into achieving the education and skills they need to thrive.

Middleton School is a specialist provision for pupils with learning difficulties. We are a happy, vibrant environment and our motto "Learning for Life" reflects our school ethos. We nurture pupils to develop their key strengths and personal interests with a clear focus upon optimum independence as young adults. We believe learning should be fun, meaningful and empowering for all students whilst also placing a strong emphasis upon how we interact with one another, always valuing respect for all.

- **Debbie Hartley (Head teacher)**

**Closing date: for applications: 5pm 3<sup>rd</sup> July 2024**

**Interview date: TBC**

---

Walnut Tree Walk, Ware, Hertfordshire, SG12 9PD  
Telephone 01920 485152 Email [admin@middleton.herts.sch.uk](mailto:admin@middleton.herts.sch.uk)



## **JOB TITLE: Class Teacher**

---

### **MAIN PURPOSE**

#### **The Teacher will:**

- Fulfil the professional responsibilities of a teacher, as set out in the School Teacher's Pay and Conditions Document (STPCD)
- Meet the expectations set out in the Teacher's Standards
- Fulfil duties reasonably directed by the Headteacher

### **KEY RESPONSIBILITIES**

#### **Teaching**

The teacher shall have regard to the delivery of the Middleton Curriculum and promoting the development of the abilities and aptitudes of the pupils in any class assigned to him/her:

- Plan and teach well-structured lessons to assigned classes, following the school's plans and curriculum
- Teach pupils across the school as timetable or need dictates
- Plan and teach differentiating to pupils' educational needs, prepare and resource lessons accordingly
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
- Assessing, recording and reporting on the development, progress and attainment of pupils
- If necessary set remote work for pupils at home should the situation dictate

#### **Other activities**

- Promoting the general progress and well-being of individual pupils and of any class or group assigned
- Providing guidance and advice to pupils on educational and social matters
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils
- Communicating and co-operating with persons or bodies outside school
- Participating in meetings arranged for any of the purposes described above

#### **Assessments and Reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

#### **Subject Leadership**

Participating in a shared subject leadership role in an agreed area of the curriculum.

#### **Professional development:**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and overall performance
- Where appropriate, take part in the appraisal and professional development of others
- Reviewing from time to time his/her methods of teaching and programmes of work

#### **Educational Methods**

- Working with the Headteacher and colleagues on curriculum and/or pupil development to secure coordinated outcomes
- 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 school's vision and values
- Work with others effectively and collaboratively

**Child Protection / Health & Safety:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Being committed to safeguarding and promoting the welfare of children and young people.
- 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

**Staff Meetings**

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school including pastoral arrangements

**Administration**

- Participating in administrative and organisational tasks related to such duties as are described above
- Attending assemblies, registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after school sessions.
- Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
- Monitor quality and standards of resources delegated to them

**Working Time & PPA**

Teacher to be available for work for 5 days per school week and a similar proportion of INSET days on which it may be required to teach pupils in addition to carrying on other duties;

- To be available to perform such duties at such times and such places specified by the Head Teacher to a limit of 1265 hours in any school year
- To work reasonable additional hours as may be needed to enable professional duties, including tasks related to planning and preparing lessons and providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- 10% Guaranteed Planning, Preparation and Assessment Time will be given

**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 and all stakeholders

**Communication:**

- Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors

---

## **EQUALITIES**

Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

## **DISCLOSURE AND BARRING SERVICE**

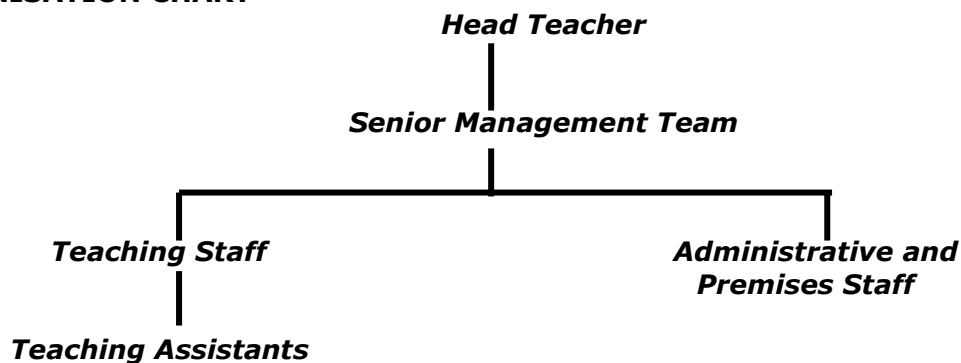
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service. If you are invited to an interview you will receive more information.

## **ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary and be willing to undertake any other duties commensurate with the grade.**

## **ORGANISATION CHART**



## **SUPERVISION**

The jobholder is managed by the Head Teacher

## PERSON SPECIFICATION: Class Teacher

---

<b>Qualifications</b>
Qualified teacher status
Evidence of participation in professional development or study
<b>Experience</b>
Experience of teaching in KS1 or KS2
Evidence of involvement in assessment, targeting, recording and reporting
Evidence of working with children with Special Educational Needs
<b>Professional Knowledge and Understanding</b>
A good knowledge of the National Curriculum and National Strategies and how they relate to children with Special Educational Needs
A good understanding of current strategies and trends
<b>Practical Skills</b>
Ability to organise and resource a stimulating learning environment
Excellent planning, teaching and reporting skills
The ability to lead support staff in a teaching and learning situation
The ability to use assessments of pupils learning to inform future planning
The ability to use ICT effectively to support children's learning
The ability to manage behaviour effectively
The ability to deal positively with children and parents
Excellent communication and inter-personal skills
A commitment to curriculum development and enrichment
The ability to implement assessment for learning
<b>Personal Qualities and Attributes</b>
Enthusiasm, flexibility and commitment;
The ability to foster positive relationships with colleagues and to work within a team
The ability to remain calm in challenging situations
To have a sense of humour and an ability to keep things in perspective
The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others
A commitment to professional development
An excellent attendance record