



**Job Description – Class Teacher**

March 2024

<b>Post Title:</b>	<b>Class Teacher</b>	<b>Department:</b>	<b>N/A</b>
<b>Hours per week:</b>	<b>Full time term time position.</b>	<b>Weeks per year:</b>	<b>Term time</b>
<b>Contract Type:</b>	<b>Permanent</b>		
<b>Salary:</b>	<b>MPS or UPS</b>		
<b>Reports to:</b>	<b>Headteacher</b>		

<b>1.</b>	<b>School Overview</b>
	<p>We are a brand new, primary school (from Years 2 to 6) which forms part of the SEND community in Poole, Dorset, as part of ARC Schools. We are seeking a dynamic and passionate Class Teacher.</p> <p>As an independent school specialising in educating pupils with an ASC diagnosis, who are in school years 2-6, we are looking for a motivated class teacher with experience in a primary educational setting or SEND Schools.</p> <p>Our pupils have a range of interests, all of whom have talents, and also happen to have a diagnosis of Autism Spectrum Condition or a need which presents similarly. The school is growing steadily as we introduce a phased-opening system and will be offering new classes/year groups every half term.</p> <p>This is an exciting opportunity to join a growing school and to become an integral, founding part of the teaching team.</p>
<b>2.</b>	<b>Purpose of the Role</b>
	<p>The classroom teacher will teach a range of subject lessons from our thought-leading, holistic and thematic curriculum as well as pastoral responsibility for a class of up to 8 pupils. The teacher will be supported in their work by a Teaching Assistant or</p> <p>Suitable candidates will have a demonstrable background in promoting high level outcomes for pupils with additional needs. They will have experience of delivering a high-quality pupil focused curriculum as well as strong pastoral qualities.</p> <p>Our curriculum is made up of 4 key areas:</p> <ul style="list-style-type: none"> <li>• Key Skills</li> <li>• Knowledge and Understanding of Our World</li> <li>• Personal and Physical Development</li> <li>• Creative Enrichment</li> </ul>

## The White House School

<b>3.</b>	<b>Key Accountabilities &amp; Duties</b>
	<ul style="list-style-type: none"> <li>● Ensure that teaching is based on current best available practice and is consistent with a high standard of practice.</li> <li>● Create an outstanding pupil experience through the effective management of support staff.</li> <li>● Manage pupil issues within agreed protocols.</li> <li>● Participate in the School's appraisal process and to undertake all CPD requirements and training that may be appropriate</li> <li>● Take appropriate responsibility to ensure the health and safety of self and others</li> <li>● Pursue the achievement and integration of equal opportunities throughout all The White House School's activities</li> <li>● Ensure the stringent record, monitoring and reporting of attainment</li> </ul> <p><b>Duties falling within the scope of designated contact hours:</b></p> <ul style="list-style-type: none"> <li>● Teaching of pupils</li> <li>● Monitoring the standards of teaching and learning within your department</li> <li>● Attending a range of professional's meetings</li> <li>● Attending staff meetings and training</li> <li>● Communicating with parents and professional stakeholders</li> <li>● Support community/personal enrichment activities (including trips related to learning).</li> </ul> <p><b>Other Duties:</b></p> <ul style="list-style-type: none"> <li>● Preparation of reports on pupil progress for parents/carers as appropriate</li> <li>● Participation in curriculum development activities</li> <li>● Attendance at consultation evenings, open evenings, and award events</li> <li>● Completion of paperwork in relation to pupil disciplinary matters</li> <li>● Attend staff development events as appropriate</li> <li>● Continually maintain and develop pedagogic skills,</li> <li>● Industrial/commercial and academic updating of professional and technical skills</li> <li>● Planning and appropriate arrangements for pupil visit programs</li> <li>● Liaison with parents/guardians, the writing of reports</li> <li>● General administration relevant to the role</li> <li>● Contribution to Annual Review paperwork</li> </ul> <p style="text-align: center;"><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>
<b>4.</b>	<b>Equal Opportunities</b>
	<p>The White House School will seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background.</p>

## The White House School

	<p>The school will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The school aims to provide an open welcoming and safe environment for all its pupils, employees, and visitors.</p>
<b>5.</b>	<b>Safeguarding</b>
	<p>The White House School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be conducted; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.</p> <p>We comply with the Disclosure &amp; Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. If you are shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.</p>
<b>6.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as of May 2023. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult the Headteacher.</p>