

**St John’s Special School and College**

**Personnel Specification**

 **Unqualified Class Teacher**

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|  |  | **Essential Attributes** | **Preferred Attributes** |
| **1** | **Qualifications** | * Qualified to degree level
 | * Qualification in Special Education (Initial or Post-graduate)
* Willingness to undertake further studies and/or training, as appropriate
* HLTA or equivalent qualification or relevant experience
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| **2** | **Work Related Experience, Knowledge and Skills** | * Experience of teaching basic skills
* Preparing and implementing IEP's to meet individual needs
* Preparing and presenting detailed reports
* Working in partnership with parents/carers and professionals
* Effective classroom manager
* Experience of supporting and directing class staff
* Computer literacy (or a strong commitment to develop further ICT skills)
 | * Experience of working with pupils with severe and complex learning difficulties
* Experience of delivering the National Curriculum at early developmental levels
* Experience of moving and handling and assisting with physical activities
* Experience of using alternative systems of communication e.g. sign language etc
* Experience of working with pupils who present challenging behaviour
* Familiarity with the SEN Code of Practice
* Co-ordinating an area of the curriculum and/or active involvement in curriculum development
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| **3** | **Personal Sills and attitudes** | * Strong organisational skills
* Strong communication and interpersonal skills
* Effective team player and team leader
* Positive attitude shared with pupils and colleagues
* Ability to use own initiative and work independently
* Reliable and excellent punctuality and attendance record
* Keenness to learn
 | * Willingness to drive a minibus
* Willingness to take part in extra curricular activities and school community events
* Commitment to continued professional development
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| **4** | **Other** | This is a customer facing post and the post holder must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English |

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| **DBS Required**(please indicate the legal reason for DBS – if in doubt discuss with HR) | □ Not applicable for this post**x** Direct supervised or unsupervised contact with children or vulnerable adults□ Working within Fostering & Adoption Service (Any post) **x** In a position of authority/trust□ Other eg: auditors, solicitors  |
| **Work Related Travel**(please indicate as appropriate) | **x** Occasionally required (ie to travel to bank, other sites etc) □ Ability to travel around the county **□**Provide car for business use  |
| **Health & Safety Risk Assessment**(please indicate which are applicable) | □ Regular Manual Handling activities**x** Regular exposure to mental pressures and demands**□** Visual Display Equipment – regular use□ Exposure to substances hazard to health□ Exposure to infection**x** (Occasional risk) Risk of verbal abuse**x** (Occasional risk) Risk of physical assault**□** Working alone□ Adverse environmental conditions□ Use of dangerous machinery□ Driving PSV/HGV vehicles |

We recognise and welcome our responsibility to remove any barriers found in our recruitment and selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please inform us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, enhanced DBS & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).