

The Specialist Education Trust
CLASS TEACHER AT LITLEDOWN SCHOOL

JOB DESCRIPTION

Effective Date: Easter 2026 (or asap)

Responsible to: Assistant Head Teacher of Littledown School

Location: Littledown School, Queens Road, Slough, Berkshire, SL1 3QW

Main purpose of the job

- To be able to teach the primary curriculum across Key Stages 1 and 2
- To ensure pupils are assessed according to their academic and holistic developmental abilities

Key Responsibilities

- To teach and be responsible for the planning, organisation, delivery and assessment of the Primary Curriculum in Key Stages 1 and 2 (appointed to no set year group)
- To monitor, assess and review the progress of individual pupils and groups of pupils to maintain records and prepare and present reports.
- To plan, organise and lead educational visits and extra-curricular activities where necessary
- To manage the behaviour of the class group within the structure of the Trauma Informed Behaviour Regulation policy.
- To foster positive relationships with pupils, families and colleagues.
- To work with colleagues on planning for the achievement of all pupils.
- To develop effective communication with parents to maximise learning opportunities.
- To ensure that the safeguarding needs of children and young people are met
- To understand and follow the 'Team Teach' principles and guidance in school
- To take part in professional development opportunities provided by the school.
- To lead a subject across the school.
- Liaise with other agencies as appropriate.
- To oversee the administration of medication for pupils in your care
- To support Health & Safety Regulations, ensuring safe working practices are adhered to. This role has Health and Safety job responsibilities at Level 2 as outlined on the Health and Safety policy.
- Carry out duties that may reasonably be requested by the Head Teacher in accordance with current teachers pay and conditions documents.

Generic Accountabilities
<p>Attend daily and weekly meetings, as required. Attend occasional meetings and training sessions during evening hours or in school holidays, as required.</p>
Safeguarding Children
<p>In accordance with the commitment of Littledown School to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2025) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the pupils and the school.</p> <p>You are also required to know and adhere to the following documents; "Working Together to Safeguard Children" (2018), "Sexual Violence and Sexual Harassment Between Children in Schools and Colleges" (2021) and "What to do if you're worried a child is being abused" (2015). You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.</p>
Confidentiality
<p>During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Littledown School or The Specialist education Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.</p>
Data Protection
<p>During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations May 2018 and are properly applied to pupil, staff and School business/information.</p> <p>Staff are expected to act in accordance with school policies and various government legislations, which may be amended occasionally.</p>
Freedom of Information
<p>The post holder must be aware that any information held by the school in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the school's policies and procedures.</p>

No Smoking or Vaping Policy
<p>Littledown School will not allow smoking or vaping in any of its buildings, playgrounds or gardens and notices to this effect are displayed at the entrance to the school. It is the policy of Littledown School, that smoking or vaping will not be allowed anywhere on the school premises, apart from one designated area. The school have one designated area at the back of the school just outside of the school boundary.</p>

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PERSON SPECIFICATION

Skills	Essential	Desirable
Proven skills of effective management of pupils with difficult and challenging behaviour.	√	
Ability to communicate effectively in a range of circumstances.	√	
Good analytical skills to inform school improvement and pupil progress.	√	
Ability to communicate and work collaboratively with parents and a wide range of outside agencies.	√	
Abilities	Essential	Desirable
Ability to plan, organise and to creatively deliver the Primary Curriculum across Key Stages 1 and 2.	√	
Ability to plan and deliver high quality lessons to groups of pupils with challenging behaviour.	√	
Ability to work effectively with the staff team in relation to their professional development.	√	
Ability to work flexibly in the context of a small staff team.	√	
Ability to maintain a positive attitude to pupils with a history of challenging behaviour in school.	√	

Knowledge	Essential	Desirable
The ability to demonstrate a range of effective teaching methods with pupils who have behaviours that challenge.	√	
Clear knowledge and understanding of the primary National Curriculum	√	
Knowledge of teaching strategies that are effective and match the range of pupil's preferred learning styles.	√	
Understanding of the Inclusion Agenda.	√	
Understanding of Trauma Informed practice and principles		√
A commitment to follow all Littledown School policies.	√	
Experience	Essential	Desirable
Experience either in a special school or in a mainstream setting, of successfully managing the learning of pupils with behaviours that challenge.	√	
Evidence of using a range of methods of assessment for learning, particularly the use of data to inform the process of target setting.	√	
Experience of leading a subject within a primary school setting		√
Evidence of working in partnership with parents.	√	
Evidence of working in partnership with outside agencies.		√
Evidence of working in a multi-cultural community.		√
Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive professional boundaries in relationships with both children and adults at all times	√	
Demonstrate suitability to work with children	√	
Qualifications	Essential	Desirable
Qualified teacher status	√	
Additional SEN qualification.		√
Current driving licence – willing to drive minibus.		√

Signed: (Employee)

Date:

Signed: (Manager)

Date: