

CLASS ROOM TEACHER - JOB DESCRIPTION



Job Title	Class Teacher
Grade	MPS +1 or 2 SEN points depending on experience + Fringe
Reports to	Head Teacher
Location	Harlow, Essex
Contract Type/Term	Full Time / Permanent
<u>Job Purpose</u>	
Principal Accountabilities	The Professional duties of teachers, (other than the Head Teacher) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:
Duties	<p>As a form tutor:</p> <ul style="list-style-type: none"> • Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work • Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment • Adapt teaching to respond to the strengths and needs of pupils • Set high expectations which inspire, motivate and challenge pupils • Promote good progress and outcomes by pupils • Demonstrate good subject and curriculum knowledge • Provide pastoral care supporting the wellbeing of pupils • Maintain close links with parents, including the daily use of a home/school diary, contributing to the school website and Twitter • Assess, monitor and record pupil progress using the in-house assessment systems • Write annual school reports, annual review reports, LAC reports, behaviour plans and contribute to annual review meetings partnership meetings and structured conversations with parents. • Work as part of an inter-disciplinary team with parents/carers, health education and social care professionals, therapists and visiting specialists for the benefit of pupils wellbeing and educational progress • Planning and preparing school visits, and onsite activities and organising resources • Planning for and directing the work of your team of learning support assistants • Take part in activities such as Open Evenings, Parents evenings, Sports Day and other events throughout the school year • Carry out shared supervisory duties • Work as part of a team using the shared IT system in school, and contribute to team meetings

Whole-school organisation, strategy and development	<ul style="list-style-type: none"> • 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 wider life and ethos of the school • Work with others on curriculum and pupil development to secure co-ordinated outcomes • Provide cover, in the unforeseen circumstance that another teacher is unable to teach
Working Environment	<ul style="list-style-type: none"> • The post holder will work directly with teachers and pupils and will have regular contact with parents and carers and with external agencies and professionals • Staff are expected to support pupils during unexpected bouts of illness, accidents and during periods of dysregulation • The post may involve being in situations when pupils are dysregulated and this may include challenging behaviours such as hair pulling, pulling throwing items or hitting out. • Harlow Fields School and College uses Essex Steps Behaviour Management procedures and all staff must adhere to this and training will be given
General	<p>This job description will be reviewed at least once per year during performance management reviews and may be subject to adjustment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.</p>