

LANCASTER SCHOOL JOB DESCRIPTION



JOB TITLE:	General Class Teacher
DAYS PER WEEK:	5 days per week
HOURS PER YEAR:	1265 hours per year (pro rata)
DAYS PER YEAR:	195 days per year (pro rata)
RESPONSIBLE TO:	Headteacher, Deputy Head and the Governing Body of Lancaster School and the trustees of SEN Trust Southend
LIAISON WITH:	Liaison with all school staff, students, parents/carers, governors, trustees external agencies and education, consultants, advisors and inspectors, other organisations and members of the local and national community, as necessary to enable effective performance of duties.
MAIN PURPOSE OF JOB:	To take responsibility as a general class teacher within a key stage. To teach a range of subjects, as required. To be a subject leader; subject(s) to be negotiated. There may be a requirement to teach a subject specialism to other classes/groups for part of the week.

PRINCIPLE DUTIES AND RESPONSIBILITIES

You are required to carry out the duties of a teacher as set out in the current School Teachers' Pay and Conditions Document.

OVERALL PURPOSE OF THE JOB

To support the Headteacher in providing high quality teaching, so supporting Lancaster School's Evolution to Excellence, ensuring high quality learning for all its students and improved standards of support and achievement.

DUTIES AND RESPONSIBILITIES

1 TEACHING AND LEARNING

- To deliver the teaching and learning objectives of the school.
- To undertake a full teaching timetable with 10% PPA time (pro rata).
- Work collaboratively with the Heads of Learning to evaluate and review the curriculum.
- To exemplify a good standard of classroom practice, which meets the aims and objectives of the school.
- To establish appropriate levels of expectation of learning including standards of behaviour for learning and achievements.
- To ensure high standards of education is maintained at all times for all students and that all lesson plans and learning objectives are suitable to support personalised learning.
- To ensure policies and systems of tracking, monitoring, assessment and reporting are adhered to.
- To take personal responsibility for maintaining an awareness of current educational theory and practice relating to students with SEN.

2 STUDENT SUPPORT

- To be a tutor
- To ensure that a high standard of physical and emotional care is maintained for all students.
- To work collaboratively with colleagues, parents/carers, educational psychologists and other agencies in implementing all student-centred plans.
- To participate in the review and evaluation of all student-centred plans.
- To complete Annual Reviews and contribute to the target setting process for individual students.
- To liaise with colleagues in the use of communication and mobility aids to support learning.
- To ensure the inclusion of students with complex needs into classes and tutor groups.

3 EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- To manage the class team of Learning Support Assistants, volunteers and work experience placements to maximise student learning.
- To lead the class team meetings and pass action points to Head of Learning.
- To use school resources appropriately to support learning.

4 ACCOUNTABILITY

- To provide information to the Headteacher, when appropriate.
- Implement the school's vision, values, aims and objectives.
- Assist the SLT in ensuring parents/carers and students are well informed about the curriculum, student attainment and progress.
- Be able to present aspects of your work and developments to the school Governors, parents/carers, inspectors, school support partners and the wider community, if appropriate to do so.

5 GENERIC

- To participate in the development, implementation and review of school policies and procedures, as required.
- To participate in meetings with colleagues, parents/carers, Governors, external agencies and inspectors, as required.
- To contribute to staff INSET.
- To take responsibility for the safety and supervision of students on educational visits, adhering to guidelines on risk assessments.
- To strive to implement the aims and objectives specified in the Monitoring, Progress and Development Plan (MPD).
- To undertake other duties allocated at the discretion of the Headteacher to meet the changing needs of students and the circumstances of the school, commensurate with the post.
- To show due regard for the Health and Safety Codes of Practice and Policy.
- To show due regard for school policies.