

Post: Class Teacher (SEN)

Start Date: 2nd September 2019

The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay & Conditions Document and describe the duties required of all teachers. It is expected that teachers will meet the expectations documented in The National Professional Standards for Teachers. An outline of specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:

Purpose:

Responsibility for a Class (around 4 pupils with moderate learning difficulties).

Co-ordinating activities relating to a subject or special needs area or areas, to include:

- Developing, monitoring, reviewing, evaluating effectiveness of and reporting on policy, action plans and practice
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, out and about places for learning activities, methods of teaching and assessment

Giving guidance, support and encouragement to staff and leading in-service development sessions.

Responsible to:

Headteacher / Deputy Headteacher

Responsible for:

Deployment of class learning support assistants. (Between one and three learning support assistants in this class.)

Scope:

Classroom teacher

Possible Subject/Area Co-ordination

Contributing to the work of school improvement/excellence teams within the school

Salary / Grade:

Main Scale / Upper Pay Spine

Main Core Duties:

- To act in accordance with the aims of the school.
- To undertake a structured teaching timetable.
- To implement the school's policies and guidelines.
- To implement the school's, planning, assessment, reporting and record keeping procedures.
- To contribute to the supervision of learners as directed by the Headteacher or a Senior Manager.
- To participate in the review, evaluation and development of whole school policies.
- To take responsibility for the safety and supervision of learners both on site and when working in the community.
- To undertake the management and development of assistants to support learning and teaching and the organisation of the learning environment.
- To adhere to Health and Safety Codes of Practice of the LEA and school.



- To liaise with others as appropriate in identifying and meeting individual needs.
- To take responsibility for, resources, reference materials and their organisation.
- To co-ordinate a budget for the agreed area.
- To work collaboratively in the development of learning and teaching throughout the school, including the preparation and review of schemes of work.
- To take a lead role in monitoring and evaluating the planning, recording, reporting and delivery of the agreed area throughout the school.
- To be familiar with current theory and practice relating to this area and to disseminate information to staff.
- To consider any Health and Safety issues pertaining to the agreed area.
- To identify training needs of self and others and prepare a plan for meeting identified needs.
- To discuss and explain development of this area with teachers, assistants, inspectors and parents/carers.

Co-ordinating activities relating to a subject or special needs area or areas, to include:

- To work collaboratively in the review and revision of whole school policies for the agreed area.

The duties may be varied to meet the changing needs of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes some of the ways the postholder is expected and required to perform and complete the particular duties as set out above.