



### **Job Description - Class teacher**

**Name:**

**Responsible to:** The Headteacher, SENDCO

**Pay scale range:** Main 1 to 6, 100%

**Purpose:**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.
- Within the class: ensure the full implementation of the National Curriculum Orders for all subjects, or the Foundation Stage content as defined by DfE documentation (as applicable to the year group) and in accordance with school policies

**Key Responsibilities:**

**Teaching:**

- 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.
- Participate in arrangements for preparing pupils for external tests.

- Working in partnership with the class and Learning Support Assistants within the school and the SENCO to support learning in line with the school curriculum, codes of conduct and school policies and procedures.
- Raise standards of student attainment and achievement within SEN / PP pupils.
- To support the work of the SENCO in providing programmes of and strategies for support for pupils with Special Educational Needs.
- To create a positive, tidy and stimulating environment for learning where all pupils are challenged and can safely access resources. Maintain a well organised classroom with appropriate displays, resources and materials.
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.

### **Whole School Organisation, Strategy and development**

- 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.

### **Communication**

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively
- Provide feedback to parents, other relevant professionals, as appropriate about their child's social, emotional and academic progress and wellbeing in line with school policy.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- To take part in marketing and liaison activities such as Open mornings, Parents Evenings, liaison events with partner schools etc. where required.

### **Personal and Professional Conduct**

- To model expectations and uphold the ethos of the school values.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

### **Care Guidance and Support**

- To promote the general progress and well-being of individual students.
- To liaise with Pastoral Worker to ensure implementation of the Pastoral System.
- To evaluate and monitor the progress of students and keep up-to-date student records.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To apply the Behaviour policy so that effective learning can take place.
- To liaise with SENDCO to ensure implementation of school policy and procedures in meeting the need of pupils

### **General Duties**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate.

### **Health and Safety**

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Take appropriate responsibility for your own and pupil's health, safety and welfare in accordance with legislation and school policies.

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.

### **Accountability and discretion**

- To take and be accountable for all decisions made within the parameters of the job description.

### **Professional Development**

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role
- Take part in further training and development in order to improve own teaching.
- Where appropriate, take part in the appraisal and professional development of others.

### **Notes**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Signed:**

**Date:**

\_\_\_\_\_ Post Holder

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**Date:**

\_\_\_\_\_ Line Manager

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**Date:**

\_\_\_\_\_ Head of School

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Last update September 2020