

Kingsdown School Job Description



Job Title: Class Teacher and Subject Coordinator

Contract: Full time

Responsible to: The Headteacher, Deputy Headteacher and Governing Body of Kingsdown School

Liaison with: All school staff, pupils, parents, governors, therapists, inspectors and other appropriate people or organisations as necessary to enable effective performance of duties.

Main purpose of job: To take the responsibility as a class teacher this could be Early Years, to Key Stages 3. The role includes teaching all subjects. Be a Subject Coordinator.

Principle Duties and Responsibilities: Consistently achieve the Teachers' Standards.

Teaching Responsibilities

- Continually implement Kingsdown's Ethos and Mission Statement.
- Consistently teach good to outstanding lessons.
- Undertake a full teaching timetable appropriate to your agreed contract.
- Write high standard EHCP and Annual Review reports that are appropriate for the pupils in your class.
- Write in depth evaluations which support your planning for the individual pupil's future learning.
- Consistently deliver a motivating curriculum that is differentiated, and meets the learning needs of every pupil.
- Consistently ensure that the communication needs of every pupil are addressed.
- Consistently implement school curriculum and assessment policies and procedures.
- Coordinate your curriculum area with an overview of every pupils' needs
- Contribute to curriculum review, class and subject audits.
- Implement the school's reporting and record keeping policies and procedures to a high standard; always meet agreed deadlines for completion.
- Positively support the School's Development Plan.
- Participate in the development, implementation and review of school policies.
- Participate in appropriate meetings with colleagues, parents and governors.
- Implement the school's Equal Opportunities policy.
- Contribute to staff meetings.
- Take responsibility for the safety, supervision and learning of pupils on educational visits.
- Manage the Special Support Assistants and Midday Assistants who work with the pupils in your class so they appropriately support the learning of every pupil.
- Always adhere to the school's Health and Safety Policy.
- Always adhere to the school's Safeguarding Policy.
- Maintain professional relationships with pupils and parents at all times.

In addition other duties allocated at the discretion of the Headteacher to meet the changing needs of pupils and the circumstances of the school, commensurate with your post.

This school is committed to safeguarding and promoting the wellbeing of our children and young people and expects all staff and volunteers to share this commitment.

Each individual has a statutory responsibility to safeguard children and young people and adhere to the School's Safeguarding Policy.

Teachers Contractual Base

To carry out the duties of a teacher as set out in the School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation.

All members of staff are expected to uphold the schools principles and policies which underpin good practice.

October 2018