

THE LIVITY SCHOOL FOR PUPILS WITH COMPLEX NEEDS

Job Title: **Class Teacher**

Responsible To: **The Headteacher**

General Duties:

The education, welfare and care of a group of pupils, in accordance with the requirements of the School Teachers, Pay and Conditions Document with regard to the requirements of the National Curriculum. To uphold the school's aims, objectives and schemes of work and any agreed and established school policies and practice. To share in the corporate responsibility for the well-being and discipline of all pupils.

Purpose of Job:

- To carry out duties of a main scale teacher as specified
- To assist in establishing and developing the school as an outstanding school providing the highest standard of teaching and learning for all pupils of all abilities and educational needs.
- To be responsible for a curriculum area that meets the values, aims and purpose of The National and Foundation Stage Curriculum.

Main Duties and Responsibilities:

- To promote excellence and enjoyment throughout the school
- To access all pupils regardless of their disabilities to a relevant and appropriate curriculum.
- To plan and prepare motivating work for the pupils you are teaching.
- To assess record and report on the development, progress and attainment achieved by pupils in accordance with the school's assessment and evaluation procedures.
- To input into the writing of the schools schemes of work and to write own differentiated medium term plans.
- To be responsible for creating a stimulating environment in which all pupils reach their full potential.
- To keep up-to-date records for each pupil in the class as required by the school's management team.
- To be responsible for writing Annual Reports and any other relevant school programs on the pupils assigned to you.
- To implement all current school policies.
- To prepare relevant and appropriate homework activities to be sent out weekly.

- To manage and lead a class team ensuring that all school policies/protocols are followed through.
- To be responsible for managing teaching assistants whilst supporting class pupils learning.
- To attend parents meetings as appropriate or as directed.
- To lead in a curriculum area and to manage a budget effectively and efficiently.
- To engage in a continuous professional development programme, in order to keep abreast of current good practice through reading, attending courses, evaluating materials/resources and visiting schools.
- To ensure that the register is marked punctually and kept up to date as required by law and ensure that any absence is reported and action taken is completed in line with current school policy.
- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- To be able to work effectively and co-operatively within a multi-disciplinary team.
- To ensure discipline of all pupils and safe-guard their health and safety both on school premises and when they are engaged in authorised activities elsewhere.
- To support the school by making any appropriate active contributions to its development.
- To participate in the school's Performance Management Procedures.
- To follow the school's and Local Authority's Equal Opportunities Policy and to take responsibility for tackling racism, whilst promoting good race, ethnic and community relations.
- To actively encourage partnership with parents/carers, providing and sharing information with them.
- To follow the School's and Local Authority's Behaviour Policy in order to promote positive behaviour at all times with all pupils.
- To comply with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection reporting all concerns.
- To lead in promoting good relationships with staff, parents/carers, local community, the Local Authority and external agencies in supporting the Every Child Matters agenda.

Accountability:

- Teachers are responsible to the Headteacher and the Deputy Headteacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect school and local authority policy and government legislation.

This job description may be amended at any time after discussion with you but in any case it will be reviewed one year after appointment.