

FREDERICK HUGH HOUSE
Secondary Class Teacher – Job Description

Job Title:	Secondary Class Teacher
Responsible to:	Headteacher
Hours of work:	School working hours (term-time)
Core Purpose:	To ensure high quality and inclusive education for all students through inspiring and imaginative planning, preparation and teaching of subjects as designated by the Headteacher.

Key Duties and Responsibilities

1. Teaching and Learning

- a. To place importance on the safeguarding of students and adhere to the school's Safeguarding Policies and Procedures.
- b. To actively support the wellbeing of all students.
- c. To ensure high quality education for all students in the post holders designated classes
- d. To plan effectively for a highly individualised and multi-sensory curriculum to ensure that all students have the opportunity to reach their potential.
- e. To work with all school staff to ensure the delivery of a collaborative, multidisciplinary approach to teaching throughout the school.
- f. To promote a positive learning environment
- g. To work in close partnership with classroom assistants and therapy staff
- h. To teach across the curriculum
- i. To plan and deliver ASDAN programme(s) to students
- j. To inspire students to be actively interested in subjects taught.
- k. To collaborate with other colleagues in the development of appropriate materials and schemes of work
- l. To consistently prepare high quality lesson plans and resources to support a high standard of teaching and learning, behaviour management and differentiation.
- m. To plan and resource lessons within agreed timeframes
- n. To deliver the curriculum in a manner appropriate to the age and learning needs of the students
- o. To ensure that high expectations for behaviour engender self-respect and respect for others in school.
- p. To support students with challenging behaviour using individual strategies for each student including the use of positive physical intervention.
- q. To set cover work during any leave of absence.

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2. Marking, Assessment and Reporting

- a. To mark class work in accordance with school policy and in a timely manner.
- b. To prepare Individual Education Plans (IEP's) in accordance with each students' needs and abilities.
- c. To be responsible for the assessment of students' learning, keeping up-to-date records and reporting on progress as specified by the Headteacher
- d. To use the appropriate platform and/or documentation to record the progress of students' in lessons taught
- e. To provide written and verbal reports on students' progress when required.
- f. To give advice for and contribute to Education Health Care Plans, reports, annual reviews and IEP's.
- g. To participate in regular meetings with colleagues to discuss student progress.
- h. To set and mark homework and holiday learning tasks as per agreed procedures.
- i. To participate in IEP meetings and parents evenings in line with school procedure.

3. Leadership and Management Duties

- a. To lead and manage a class team
- b. To ensure the appropriate deployment of the Learning Support Assistants and the use of resources.
- c. To promote positive behaviour and manage challenging behaviour
- d. To plan, prepare and lead curriculum subjects as designated by the Headteacher
- e. To work with the Headteacher and other staff to develop a bespoke secondary curriculum
- f. To ensure your specialist knowledge and skills are carried out across the whole school as agreed with the Headteacher.
- g. To coordinate the identification and review of learning needs and provision for students with the Headteacher and other staff.
- h. To be responsible for specific project management as agreed with the Headteacher.

4. Communication

- a. To be highly skilled in communicating with children and young people with a wide range of complex conditions/disabilities together with a range of physical difficulties.
- b. To communicate clearly and effectively with parents and carers through appropriate written and verbal methods, encouraging them to support their children's learning, behaviour and progress.
- c. To ensure timely and effective communication with the Headteacher on professional matters.
- d. To respond to enquiries, telephone messages and emails (internal and external) in a timely manner.

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- e. To use school reporting procedures for all incidents (accidents, health & safety, first aid, sickness, absence).

5. Health and Safety

- a. To consider at all times the health, safety and welfare of all students in the school and to maintain good order in class and in extended activities.
- b. To comply with health and safety policies and procedures at all times to ensure the wellbeing of the post-holder, students, visitors and other staff.
- c. To be aware of health and safety issues within the school, ensuring prompt reporting and recording of any accidents and near misses.

6. Development and Training

- a. To maintain professional competency through continuing professional development and keep record of this.
- b. To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum areas taught.
- c. To participate in continuing professional development, attending INSET courses as appropriate and communicating outcomes to colleagues.

7. General

- a. To demonstrate the vision of the school and support the aims, values and ethos of the school whilst carrying out the duties required to fulfill job role.
- b. To be aware of and play an appropriate part in implementation of all school policies, including the school rules and any regulations relating to safety.
- c. To proactively participate in all school induction requirements.
- d. To complete and be responsible for keeping up-to-date all ongoing mandatory trainings.
- e. To set and maintain high standards of attendance and punctuality.
- f. To set and keep high standards of appropriate dress for self and students.
- g. To be a proactive member of a highly focused, collaborative curriculum team.
- h. To carry out supervisory duties and cover arrangements in accordance with published rosters.
- i. To be prepared to be present for 12 additional days/24 half-days per year (as required and appropriate) outside of term dates for debriefing, training and preparation.
- j. To attend assemblies, school performances and other formal occasions as required.
- k. To actively participate in the school supervision, performance management and appraisal system.
- l. To adhere to the schools Safeguarding Policy.
- m. To be flexible and open to undertaking any other activities and duties, in line with your skills and experience, as reasonably required by the Headteacher.

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This job description is as it is at present – it is the practice of the school to periodically examine employees' roles and update them as necessary. This procedure is conducted by the Headteacher, overseen by a representative from the board of Trustees in consultation with the employee. This could result in changes to the job description.