

## **Job title**

## **Class Teacher**

### **Job Description**

#### **1. RESPONSIBLE TO:**

- Head Teacher, Deputy Head

#### **2. RESPONSIBLE FOR:**

- The pupils in your charge
- All pupils in school
- Teaching Assistants
- Liaison within Multi Professional team working both in and outside of the school

#### **3. IMPORTANT RELATIONSHIPS:**

- Headteacher, Deputy Headteacher
- Senior Leadership Team
- Pupils and Parents
- Other members of the teaching and non-teaching staff
- The Governing Body
- Other professionals within the wider multi-disciplinary team, eg speech therapist, physiotherapist, school nurse, social and family workers, consultants

#### **4. IMPORTANT EXTERNAL RELATIONSHIPS:**

- Orchard Hill College and Academy Trust particularly CEO and Deputy CEO
- Teachers in other schools
- Local Authority staff and in particular the school's Attached Improvement Partner
- Integrative Link schools
- Other professionals especially with reference to therapies, communication aids, Social Care, specialist IT.

### **MAIN PURPOSE OF JOB**

#### **Teaching – to be responsible for:**

- Planning and preparing lessons
- Teaching, according to student's educational needs, the assigned pupils
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Having regard to the curriculum and policies for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class
- To manage a team of teaching assistants and liaise with therapists and other professionals who work with the pupils.
- Delivery of After School Clubs that promote academic development or/and extracurricular activities.

## **MAIN RESPONSIBILITIES/DUTIES OF JOB**

### **1. CURRICULUM:**

- Teaching, assessing and recording each child's progress.
- Determining an individual learning programme for each child.
- Ensuring appropriately differentiated curriculum for each pupil.
- Ensuring progression and continuity for each pupil.
- Developing medium term plans and weekly plans to be shared with the teaching assistants.
- Joining in with peer mentoring to improve the delivery of the curriculum.
- Liaising with the primary/secondary department to ensure a smooth transition for pupils moving phases or classes.
- Developing long term planning to chosen curriculum area.
- Developing close links with Therapists re individual pupils with physical and communication and computer technology needs to support/enable their development and access to the curriculum.
- Acting as Curriculum leader for a selected Area of Learning. Audit the subject, throughout the school.
- Liaise with other teachers and hold responsibility for resources.

### **2. PERFORMANCE MANAGEMENT:**

- Participating in arrangements made in accordance with regulations for the appraisal of his/her own performance
- Managing Performance Management of Class Team

### **3. PROFESSIONAL DEVELOPMENT:**

- Reflect upon and review from time to time methods of teaching and programmes of work
- Attend and participate in staff meetings and INSET days
- Participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.
- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his supervision and training.

### **4. SAFEGUARDING:**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the OHCAT and the school's safeguarding policies

### **5. RESOURCES:**

- To make full use of the resources in the school.
- To develop new resources if necessary for the curriculum delivery.

**6. STAFF:**

- Direct the work of the class teaching assistants.
- Liaise with other directors of learning.
- Liaise with multi-agency team.
- Liaise with IT co-ordinator.
- Liaise with resources co-ordinator

**7. PUPILS:**

- To provide a happy stimulating environment and to encourage the pupils to have confidence in their own ability and enable them to make progress at that level of ability.
- To be aware of each pupil's disability and be responsible for their care.
- To liaise with multi-disciplinary team to ensure all have access to information relevant to each pupil.
- To incorporate ICT to increase access to the curriculum, improve communication and allow independent access to learning.

**8. OTHER RESPONSIBILITIES:**

- To maintain good relations with parents and ensure learning targets are shared between home and school.
- Contribute to assessments, collate Annual Reviews and write reports as necessary.
- Establish links with other schools as appropriate.

**9. UNDERTAKING OTHER DUTIES AS MAY REASONABLY BE EXPECTED**

## **SPECIFIC REQUIREMENTS**

- 1.** To promote the aims & values of the school
- 2.** To follow all school policies, guidelines and procedures
- 3.** Attend all required meetings
- 4.** Maintain good order among pupils and safeguard their health and safety
- 5.** Use positive behaviour strategies to increase children's confidence and self-esteem in accordance with school policy and training
- 6.** Ensure high standards of work and behaviour
- 7.** Ensure equality of opportunity
- 8.** Lead a curriculum subject or aspect of learning across the whole school (except NQTs)
- 9.** Ensure all local and national assessment arrangements are effectively managed for your class under the direction of the Deputy Head teacher
- 10.** Provide for the personal and social development of pupils
- 11.** Work in partnership with all constituents of the school community, including communicating and consulting with colleagues, governors, parents and outside agencies as necessary
- 12.** Maintain professional behaviour at all times, acting as a good role model, including punctuality and attendance
- 13.** Fulfil the "Professional Standards" for Teachers in England.

*This Job Description is subject to review*