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**Pegasus School Job Description**

**JOB TITLE: Class Teacher**

**MAIN LOCATION: Pegasus School**

**GRADE**: MPS + SEN Point

**ACCOUNTABILITY: Directly accountable to the Head of Learning**

**PURPOSE OF YOUR JOB**

* Ensure the highest possible standards of teaching and learning for a group of pupils
* Ensure that all pupils have access to outstanding provision at all times
* Lead and manage a class team and ensure the safety and well-being of children and colleagues.

**MAIN AREAS OF RESPONSIBILITY**

***Class Teacher Responsibilities***

**A. Set high expectations which inspire, motivate and challenge pupils.**

* Establish a safe and stimulating environment for pupils, rooted in mutual respect.
* Set goals that stretch and challenge pupils of all backgrounds and abilities.
* Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

**B. Promote good progress and outcomes by pupils**

* Be accountable for pupils’ attainment, progress and outcomes
* Be aware of pupils’ capabilities and their prior knowledge and plan teaching to build on these.
* Guide and support pupils to reflect on and evaluate the progress they have made.
* Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
* Encourage pupils to take a responsible and conscientious attitude to their own work and study.

**C. Demonstrate good subject and curriculum knowledge**

* Have a secure knowledge of subject and curriculum areas, foster and maintain pupils’ interest in the subject and address misunderstandings.
* Demonstrate a critical understanding of developments in the subject and curriculum areas and promote the value of learning.
* Demonstrate an understanding of and take responsibility for promoting high standards across the curriculum.
* Demonstrate a clear understanding of teaching literacy and communication skills both in a discrete and cross-circular way.
* Demonstrate a clear understanding of appropriate mathematics teaching strategies.

**D. Plan and teach well structured lessons**

* Impart knowledge and develop understanding through effective use of lesson time.
* Promote a love of learning and pupils’ intellectual curiosity
* Set homework and plan other out of class activities to consolidate and extend the knowledge and understanding pupils have acquired.
* Reflect systematically on the effectiveness of lessons and approaches to teaching.
* Contribute to the design and provision of an engaging curriculum within agreed subject areas.
* Demonstrate outstanding classroom practice at all times.

**E. Adapt teaching to respond to the strengths and needs of all pupils.**

* Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
* Have a secure understanding of how a range of factors can inhibit pupils’ ability to learn and how best to overcome these.
* Demonstrate an awareness of the physical, social and intellectual development of children and know how to adapt teaching to support pupils’ education at different stages of development.

**F. Make accurate and productive use of assessment**

* Know and understand how to assess agreed subject and curriculum areas, including statutory assessment requirements.
* Make use of formative and summative assessments to secure pupils’ progress.
* Use relevant data to monitor progress, set targets and plan subsequent lessons.
* Give pupils regular feedback and encourage pupils to respond to the feedback.
* Employ Assessment for Learning techniques throughout lessons.

**G. Manage behaviour effectively to ensure a good and safe learning environment.**

* Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy.
* Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them.
* Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.

**Wider professional responsibilities**

* Make a positive contribution to the wider life and ethos of the school
* Contribute to the professional leadership of the education team and in the school in general.
* Draw on advice and specialist support from colleagues, external agencies and other disciplines within the school.
* Contribute to the continuing development of Pegasus School and the education of others in the diversity and difference within the world.
* Provide support and advice to parents as required.
* Deploy learning support staff effectively in the classroom to support pupils’ learning, achievement and progress.
* Lead and manage supervision and appraisal arrangements for learning support colleagues.
* Take responsibility for improving teaching through engagement in appropriate professional development, responding to advice and feedback from colleagues.
* Communicate regularly and effectively with parents and social workers with regard to pupils’ achievements, progress and well-being.
* Maintain records of pupils’ improvement, achievement and progress, according to agreed systems and procedures.
* Prepare an annual report of pupils’ achievements across all curriculum areas
* Prepare an educational report for Annual Review of Statement of Special Education Needs and an Individual Education Plan, and participate in Annual Review meetings with parents and local authority representatives.
* Working in partnership with others, provide professional advice, guidance and leadership in the development of individual education plans, care plans, behaviour plans and ensure that these, together with therapy plans are integrated into pupils’ learning programmes.
* With colleagues prepare long-term curriculum plans and advise colleagues in the development of medium and short term plans.
* Monitor pupils’ learning and achievement and adjust teaching plans, where required to ensure the highest possible standards of teaching and learning.
* Act as a critical friend in the development of teaching and learning standards with others.
* Moderate with SENAD colleagues judgements relating to standards of pupils’ attainment across the curriculum in order to contribute to the robustness of the school’s judgements about pupil’s progress.
* Review and develop with colleagues resource needs across the curriculum.
* Lead and participate in school assemblies.
* Participate in developing and implementing the School Improvement Plan.
* Support and assist volunteers and those on work experience in the school.
* Safeguard and promote the welfare and well-being of children, colleagues and visitors to the school.
* Participate in meetings relevant to the post.
* Participate in supervision and appraisal arrangements
* Drive company vehicles as long as the required criteria is met.
* Undertake such other duties which may arise during the school day.
* Undertake such other duties as determined by the Headteacher.

**HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection and report all concerns to the Headteacher (or delegated member of staff).

**DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of SENAD’s pre-employment checks.

**ADDITIONAL INFORMATION**

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in appraisal and development as required by the school’s policies and procedures.

**The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

**SUPERVISION**

The postholder is managed by the Head of Learning.

**JOB CONTEXT**

The job holder is responsible for ensuring the highest possible standards of children’s learning, development, health and well-being, behaviour and personal care needs

The job holder is responsible for the effective management of a class team

The job holder is also responsible for taking a leading role in the development of the department curriculum

Work will be generated by the Headteacher, Head of Learning and departmental managers.

**CONTACTS**

The job holder will work with all members of staff in the school and other staff from SENAD, have contact with parents and staff from Local Authorities and external agencies such as Local Health Teams and community services.

**KNOWLEDGE, EXPERIENCE AND TRAINING**

* Qualified teacher status
* Excellent numeracy, literacy and IT skills
* Ability to lead and manage people
* Ability to use own initiative and to work successfully as part of a team
* Be an outstanding practitioner.

**WORKING ENVIRONMENT**

* The work of the Class Teacher is predominantly class-based but may occur in any location in the school environment or in the community.

 **ADDITIONAL INFORMATION**

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

**You as an employee are required by The Health & Safety at Work Act 1974 to:**

* Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don’t do;
* Cooperate with the Company to ensure compliance with the law;

**And Under the Management of Health and Safety at Work Act 1999 you as an employee are required to:**

* Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer’s protection arrangements for health and safety.
* Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

**You will be required to work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your Line Manager.**

**The content and reporting lines will be reviewed regularly and will change over time.**