

Tuke School

Job Description for Class Teacher

Name :

Post : Class teacher

Scale : TPS (1-6 or UPS)
Special Educational Needs Allowance

CPS :

Salary: To be agreed

TLR None

SEN

Part 1 :

You are required to carry out the duties of a schoolteacher as set out in paragraph 56.2 and Part 12 of the Schoolteachers' Pay and Conditions Document.

Part 2 :

You are required to carry out such duties which form part of sub-paragraphs 71.1 - 76.5 of the Pay and Conditions Document as the Head teacher may reasonably direct from time to time.

Relationships :

The post holder is responsible to the Head teacher for his/her teaching duties and responsibilities, and for the supervision and daily operational management of special school support assistants if part of a class team.

The post holder works on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum, with the aim of improving the quality of teaching and learning in the School.

Purpose of the Job :

To undertake a teaching commitment to include the assessment, planning preparation and execution of group and individual programmes within the School Curriculum and guidelines of the School.

To take responsibility for the pastoral and administrative duties in respect of a class of students to be designated at appropriate times and agreed with the Head teacher.

Main Responsibilities:

1. To teach a secondary class of students with severe and complex learning difficulties, with pastoral care of a group of students.
2. To create a stimulating, attractive and educational environment within the classroom area. To organise the classroom and resources to ensure their most efficient use.
3. To participate in the development of curriculum and assessment procedures, and contribute to the multi-disciplinary review and monitoring of the School, attending meetings on such matters as necessary.
4. To advise on the controlled use of and storage of resources and other teaching materials, ensuring any safety regulations are observed.
5. To implement the School's behaviour management policy, and share individual strategies with all members of staff where appropriate.
6. To compile comprehensive records, reports, profiles and individual programmes on all students, and to provide home based learning activities where appropriate.
7. To attend staff meetings, and other meetings with colleagues and parents/carers as appropriate.
8. To work as part of an inter-disciplinary team in liaison with therapists and other professionals.
9. To keep up to date with trends and developments in education, so as to deepen professional and educational knowledge
10. To support student and volunteer placements, where appropriate.

Job Activities :

1. To organise and deliver individual and group teaching programmes in a creative and enriching way
2. To plan and conduct group activities in all areas of the curriculum.
3. To determine classroom lesson plans and update individual programmes, in each area of the curriculum, and to share these with the Head teacher by the second week of each term.

4. To prepare reports 2 weeks prior to Transitional Planning meetings, Annual Reviews, Interim Reviews and other special student based conferences, and act as Key Worker for the student.
5. To maintain detailed records on individual students.
6. To liaise with therapists, support services, and other professionals when required.
7. To submit written and verbal reports on students, when requested.
8. To attend curriculum, meetings, planned staff meetings and senior leadership team meetings, as required.
9. To lead weekly class team meetings and maintain a record of these.
10. To share teaching and learning planning with team, delegate tasks and responsibilities within the class, share and discuss all relevant information as necessary.
11. To maintain regular contact with parents/carers through home/school diary or telephone contact.
12. To support performance management objectives for staff as identified.
13. To promote the School's Equal Opportunities' Policy at all times.

Middle Manager responsibilities

As classroom team leaders you will have responsibility for managing both the student classroom and the staff team to include:

1. Directing and delegating staff
2. To organise classroom resources and the physical environment
3. To manage the curriculum and how it is delivered
4. To monitor the work of the staff within your team
5. To support the staff development within your team
6. To promote effective team relationships
7. To demonstrate and promote high standards

To carry out these responsibilities effectively the following knowledge, skills and behaviour are necessary:

Knowledge

- Effective goal and objective setting
- Curriculum expertise
- Operational review and analysis of data and research
- Development of own specialist Knowledge

Skills

- Effective communicators
- Good organisers of time, resources and people
- To be able to reflect
- To problem solve

Behaviour

- To motivate
- Be positive
- To praise
- Be creative
- Be supportive
- Consistent
- Professional

The job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out.

In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the Teachers Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed annually, and it may be subject to modification or amendment at any time, after consultation with the post holder.

Signed :.....
Teacher

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Head teacher

Date : September 2017