



## **Fairley House School**

### **Job Description for Class Teacher/Form Tutor**

1. Working as a member of a trans-disciplinary team
2. Contributing to providing a first class education for students with specific learning difficulties through a whole school approach
3. Contributing to maintaining FHS as a safe and healthy environment.
4. Taking responsibility for a class/form of children with specific learning difficulties, taking an interest in each child, maintaining high standards of pastoral care and close links with parents.
5. Writing and reviewing IEPs in co-operation with parents, pupils and the special provision department.
6. Contributing to implementing the IEPs so that each child has the chance to develop his or her potential to the full.
7. Teaching Maths and literacy and additional subjects as agreed, using eclectic, varied and motivating, multi-sensory approaches.
8. Following School policy on planning and assessment.
9. Maintaining up-to-date knowledge of the National Curriculum.
10. Keeping careful and detailed records of pupils' attainments and reporting these accurately to parents, colleagues, receiving schools and LEAs.
11. Maintaining contact with all other members of staff who teach particular children in the form/class so that a coherent approach to the teaching of children with specific learning difficulties is maintained throughout the school.
12. Ensuring that the individual children in the class are encouraged during the unstructured periods of the school day, such as break and meal-times, to develop self-discipline and to foster responsible and considerate behaviour.
13. Performing those rota duties required of all members of staff, such as lunch and break supervision.
14. Attending INSET Days at the beginning and end of every term, attending

after school meetings such as staff briefings, Parents and Professionals evenings, Pupil/Parent/Teacher meetings, as well as social events such as prize giving and school plays..

15. Contributing to extra curricular activities such as clubs.
16. Contributing to the P.E. and Games curriculum if required by the Subject Leader.
17. Fostering and developing areas of interest which can be shared with colleagues. This will entail attending conferences, courses and in-service training days which may fall outside school hours or in the holidays.
18. Developing a close liaison with parents, particularly in relationship to homework, organisation and management strategies.
19. Teachers with RSA/OCR Diploma/Certificate may be asked to administer reading tests.
20. To be part of the invigilation team for GCSEs

June 2019