



Job Description

Post Title
Reports to
Hours

Class Teacher
Headteacher / Senior Leadership Team / Cluster Leader
School Teachers Pay and Conditions

Main Purpose of the Job

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2013)*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and Responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Teaching and Learning

- Identify and adopt the most effective teaching approaches for pupils with a range of complex SEN
- Monitor teaching and learning activities to meet the needs of pupils with SEN
- Identify and teach skills that will develop pupils' ability to work independently
- Identify and teach skills that will develop pupils' ability to communicate
- Identify and teach skills that will develop pupils' social independence
- To develop and deliver effective learning strategies within a special school, including collaboration with other professionals within a multidisciplinary context

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect 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 inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team Working and Collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

Recording and Assessment

- Set effective and detailed targets for raising achievement among pupils with SEN
- Collect and interpret specialist assessment data
- Set up and maintain systems for identifying, assessing and reviewing SEN
- Update the head teacher and governing body on the effectiveness of provision for pupils with SEN
- Develop understanding of complex learning needs and the importance of raising achievement among pupils
- Attend meetings and consultation evenings and keep parents informed about their child's progress

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and school events
- Uphold the school's Behaviour management policy
- Participate in staff training and development, particularly in relation to SEN and ICT
- Attend team and staff meetings
- Develop links with Governors, LEAs and neighbouring schools

Other Duties and Responsibilities

- Other duties that the Headteacher may from time to time ask the post-holder to perform

Signature of Post Holder:

Date:

Signature of Headteacher:

Date: