**The Chiltern School**

**JOB DESCRIPTION**

**Role:** Class Teacher (MPS/UPS +1 SEN Point)

**Responsible to:** Headteacher ; Deputy Head (Learning)

**Job Purpose:** To be responsible for the teaching, learning and management of a class of pupils.

To be responsible for the safety, wellbeing and welfare of pupils during on-site and offsite activities.

To work co-operatively as a member of the school team

To carry out the professional duties of a teacher as set down in the current school teachers pay and conditions.

To exemplify the skills set out in The Teachers Standards

**SPECIFIC RESPONSIBILITIES:**

**Teaching and Learning:**

* To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
* To plan, prepare and teach using; your own professional knowledge, school policies, schemes of work, the school curriculum and national curriculum.
* To identify clear teaching objectives and learning outcomes with appropriate challenge and high expectations.
* To organise and manage group or individual pupils ensuring differentiation meets learning needs, reflecting all abilities.
* To plan opportunities to develop the social, emotional and cultural aspects of pupil’s learning. Promote and develop the independence of every learner.

 **Assessment, Recording and Reporting:**

* To assess and record pupil progress, attainment and achievement regularly in accordance with the school systems.
* To use assessment data to set appropriately challenging curriculum and IEP/PLP targets.
* To write reports for the review of statements/EHC Plans and end of year reports to parents using the prescribed school format.

**Communication:**

* Establish good relationships with parents and carers to share information, celebrate success and promote pupil’s learning and well being.
* To lead the class team, ensuring that all staff time is used effectively and efficiently.
* To work co-operatively respecting and valuing contributions from all members of the team.
* To work in partnership with parents and carers to promote learning and well-being.
* To lead a non TLR subject, developing the schemes of work, and ensuring that this subject is taught to a high standard.
* To communicate effectively with the team around the child to ensure that each pupil receives the best possible service.

**Professional Development:**

* To participate in the agreed Framework for Appraisal, taking responsibility for your own personal and professional development.
* To contribute to the professional development of others.

**Whole School Commitment:**

* To demonstrate a commitment to the full life of the school and to work with all members of the school community to ensure the success of school initiatives, assemblies, displays, open evenings and other activities.
* To contribute to the development and promotion of all school policies.
* To be supportive of the school’s extra-curricular activities, and take an active part in the school’s involvement in the wider community.

* To promote the school’s policy on inclusion, equal opportunities and diversity.
* To maintain respect and confidentiality in all matters in accordance with school policy.
* To undertake any other duties of a similar level and responsibility as may be required by the Head teacher.

**Working Time**

A full-time teacher shall be available for work for 195 days in any given year. 190 days shall be days on which she /he may be required to teach pupils, in addition to carry out other duties.

Teachers will be required to undertake duties for up to 1265 hours in any year (12 months from September 1st), excluding time spent travelling to or from the place of work.

A teacher will not be required to undertake midday supervision and will be allowed a break of reasonable length between school sessions.

A teacher shall, in addition work such additional hours as may be needed to enable her/him to discharge their professional duties, including marking pupils’ work, writing reports on pupils and the preparation of lessons, teaching materials and teaching programmes. The amount of time for this purpose shall not be determined by the employer but shall depend upon the work needed to discharge the teachers function.

A teacher will be entitled to 10% of their contact time for PPA.

The job description will be reviewed on an annual basis. In addition, it may be amended at any time, after consultation with you.