

## JOB DESCRIPTION – Class Teacher

### Job Details

Post Title	Beanfield Primary School Specialist Provision Teacher
Responsible to	Principal and Director of SEN Provision

### Purpose of job

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- To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Principal and Director of SEN.
- The post holder is line managed by the Director of SEN.
- The post holder will be responsible for the supervision of the work of a Room Lead across bases.
- The post holder will be responsible for the supervision of the work of Teaching Assistants.

#### Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the provision plans, curriculum and schemes of work in order to achieve target levels of individual pupil attainment, progress and outcomes.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- To complete written assessments, reports and references relating to individual students and groups of students including EHCP annual reviews.
- Lead on annual meetings regarding the status of individual child progression and amendments required to the individual's educational health care plan.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To prepare appropriate records for the transfer of pupils.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To ensure a high-quality learning experience for students
- Support the implementation of various behaviour strategies to meet the varying need of the children.
- Promote inclusion and equality opportunities within the different phases throughout the school.

#### Whole provision organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- To support the Principal and Director of SEN in promoting the ethos of the school.
- Contribute to the development and coordination of a particular area of the provision.
- To ensure that school policies are reflected in daily practice.

#### Health, safety and discipline

- Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the school behaviour policy.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others

and to comply with the School's Health and Safety policy and any school- specific procedures/ rules that apply to this role.

- To ensure all aspects of school policies relating to manual handling and intimate care are adhered to.
- To write individual manual handling PEEPs, risk assessments and behaviour management plans for pupils and review as and when necessary.

### **Management of staff and resources**

- Coach and mentor an unqualified teacher/room lead who will work alongside you.
- Direct and supervise support staff assigned to you including students, apprentices and volunteers, where appropriate.
- Deploy resources delegated to you in accordance with school policies.

### **Professional development**

- To undertake a designated programme of CPD training to assist with teaching students with SEN
- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- Communicate efficiently with all colleagues.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Participate in appropriate administrative and organisational tasks, to ensure the smooth running of the school.
- To participate positively and constructively in staff meetings as required.
- To be an active part of the provision team, which includes being involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.

### **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the school;
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.

### **Additional Accountabilities**

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

### Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within our Academies
- ✓ working to maintain our academies at the forefront of educational practice;
- ✓ Fostering and sustaining a culture of enterprise and creativity in all aspects of our Academies' operations.

### Performance Management

An annual review of the job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

### Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.