**JOB DESCRIPTION**

**POST**: Class Teacher

**Job Purpose**

To carry out the professional duties of a teacher as circumstances may require, and in accordance with the school's policies, under the direction of the Headteacher.

**Areas of Responsibility and Key Tasks**

**Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve learning progression through:

* focussed planning with sharp objectives matched to adapted learning activities;
* challenging pupils and ensuring high levels of interest;
* setting appropriate and demanding expectations;
* setting clear targets, building on prior attainment;
* providing structure for lessons maintaining pace, motivation and challenge;
* the effective use of assessment;
* maintaining discipline in accordance with the school's procedures;
* using a variety of effective teaching methods;
* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluation and critical reflection;
* adapting teaching to take into account pupils needs;
* encouraging pupils to think and talk about their learning and develop self control and independence;
* using a variety of teaching strategies which involve planned adult intervention and first-hand experience.

**Responsibilities to Parents**

Parents should be recognised as the prime educators of their children. You should maintain positive contact at all times, and take account of their priorities in the drawing up of educational plans.

You are responsible for:

1. Keeping parents informed of their child’s school day.
2. Attending meetings, parent consultations as directed and annual reviews as directed.

**Responsibilities to Other Associated Professionals**

For your pupils, you are the focal point of the team of professionals associated with the school:

You are responsible for:

1. Maintaining contact and liaison with other professionals in the best interests of your pupils.
2. Informing all professionals of the involvement of others, as is appropriate.
3. Attending case conferences and discussions where required/directed.
4. Providing your pupils with a cohesive individual programme.

**Monitoring, Assessment, Recording, Reporting**

* assess pupils' work and set targets for progress;
* assess and record pupils' progress systematically and maintain accurate records;
* undertake assessment of students as requested by examination bodies and school procedures;
* prepare and present informative reports to parents.

**Curriculum Development**

you may be required to take:

* the lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
* Contribute to the whole school's planning activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 2012 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within Parts XI and XII of the School Teachers’ Pay & Conditions Document.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

PERSON SPECIFICATION: CLASS TEACHER

**A. QUALIFICATIONS AND TRAINING**

1. **Qualified teacher status/QTLS**
2. **Evidence of recent and relevant professional development/training.**
3. **KNOWLEDGE AND EXPERIENCE**
4. **Experience or interest in the education of pupils with special educational needs**
5. **Good understanding of the teaching and learning strategies associated with the successful education of pupils**
6. **Thorough working knowledge of the National Curriculum and its contribution to the education of pupils and the ability to adapt the curriculum**
7. **Knowledge and commitment to the development of ‘Pupil Voice’**
8. **Comprehensive understanding of issues relating to assessment, recording and reporting including familiarity with assessment systems**
9. **Involvement and interest in curriculum planning and development in one subject area**
10. **Knowledge of the current SEND code of practice**
11. **Understanding of the process of Annual Review of EHC plans**
12. **Evidence of maintaining up to date knowledge of developments**

**C SKILLS**

1. **Excellent teaching skills as well as those specified in part one of the Teachers Standards**
2. Ability to plan and prepare programmes of work and termly planning necessary for the delivery of the curriculum to children
3. **Ability to assess the needs of individual pupils, devise individual pupil targets, and maintain appropriate records for the purpose of continuity and progress in all areas of development**
4. **Ability to adapt learning objectives to meet the wide range of pupils needs within the class group**
5. **Demonstrate commitment to both academic and personal welfare of pupils**
6. **Ability to use ICT effectively**

**7. Ability to communicate well both verbally and in writing**

**8. Demonstrate a commitment to working effectively with all staff as part of**

 **a team and plan a proactive role for support staff.**

1. **Ability to communicate with parents and encourage their participation**
2. **Commitment to an application of the Equality Act 2010**

**11. Evidence of good organisational and time management skills**

**12. A current driving licence and be able (willing to learn) to drive a school minibus (optional)**

**D. PERSONAL QUALITIES**

**As well as those specified within part two of the Teachers Standards Personal and Professional Conduct:**

**1. Sound common sense together with imagination and flare**

1. **Good sense of humour**
2. **Good interpersonal skills**
3. **Flexibility and adaptability**
4. **Loyalty and sensitivity to stakeholders**
5. **Energy, enthusiasm and warmth**
6. **Dedication to ‘personal professional development**