



**JOB TITLE:** Class Teacher

## CONDITIONS OF SERVICE

- All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the jobholder's title and salary grade.

## OUTLINE OF POST

- To deliver high quality teaching and learning to all pupils who are assigned to the jobholder and carry out such other associated duties as are reasonably assigned by the headteacher.

## MAIN AREAS OF RESPONSIBILITY:

*(The duties listed below are not an exhaustive list of what is required and teachers may be asked to carry out any additional duties commensurate with the post of class teacher, as directed by the Headteacher)*

## TEACHING AND ASSESSMENT

- To teach an assigned class of pupils according to their educational needs and be responsible for the quality of teaching, learning and progress.
- To plan for and provide a broad, balanced, relevant and differentiated curriculum which includes the National Curriculum where appropriate to the age of the pupils taught. This will include:
  - Preparing termly or half termly plans outlining the range of work to be covered in that period, showing differentiation.
  - Preparing and using lesson plans as relevant.
  - Delivering lessons which cover all the elements of the Programmes of Study of all National Curriculum subjects which have been agreed in school to be relevant to the pupils.
  - Delivering lessons which cover the school curriculum for RE, PSHE and Careers.
- To carry out a range of assessment procedures according to national legislation and school agreed procedures. This will include complying with national end of key stage requirements, and baseline assessment procedures.
- To monitor progress and report this to parents in a variety of ways. This will include the procedures for the Annual Review of Statement/Education Health and Care Plans.
- To set and review short term targets, for all pupils in the class, designed to increase pupil achievement.
- To maintain records to enable you to monitor pupil progress and the curriculum offered to the class and individuals.
- To comply with all legal requirements including the Code of Practice. Marking attendance registers in accordance with the school's policy and DfE regulations.
- To ensure an orderly and well-presented classroom environment, ensuring a high level of relevant, stimulating and appropriate classroom and school display to support learning.
- To maintain behaviour in accordance with the school's policy, safeguarding pupils' welfare both when they are on the school premises and when they are engaged in school activities elsewhere.
- To lead and manage the class staff team. To ensure that information from staff meetings etc is communicated to the members of the team.

## **TEACHING AND ASSESSMENT**

- To supervise and to train support staff, in the class team, relevant to the needs of the allocated class or group, ensuring the most effective use of staff resources.
- To oversee the use and storage of books, equipment and other teaching materials provided for class use.
- To offer pastoral support in all areas of the child's school life including writing Risk Assessments and Management Programmes as necessary.
- To take a dinner duty every day. This will either be a duty between 12 - 12.45 or 12.45 – 1.30 and involve supervising your class at lunch time and / or working on feeding programmes with an individual child, or supervising the free play period on the playground or in the classroom if wet.

## **LIAISON**

- To liaise with the SENCO to enhance learning opportunities for pupils with PMLD and regarding appropriate use of the Sensory room for PMLD pupils in the class.
- To liaise with the Autism Manager to enhance learning opportunities for pupils with ASD and ensure appropriate provision.
- To liaise with a multi-disciplinary staff team as relevant. To attend case conferences and liaise with outside agencies as required with regard to the particular child.
- To develop and maintain links with parents.
  - use home school diaries as a point of regular contact.
  - arrange opportunities for parents to visit your classroom.
  - arrange home visits, as appropriate, in line with the school's policy for Home Visits
  - develop a partnership with parents as a means of enhancing the learning opportunities for your pupils.

## **SUBJECT LEADERSHIP**

- To be responsible for the leadership across the school of a designated subject or curriculum area.
- To be responsible to the Headteacher for the co-ordination of the subject/area throughout the school, including monitoring quality, standards, achievement and progress.
- To provide leadership and support to colleagues in the implementation of the subject including leading appropriate professional development.
- To contribute to school development planning and self-evaluation
- To be responsible for the subject budget and order appropriate whole school, subject based resources.
- For newly qualified teachers, subject leadership will be taken by his/her line manager or appropriate member of staff during the first year of employment at the school.

## **PERSONAL DEVELOPMENT**

- To keep abreast of current educational issues in order to inform and improve classroom practice.
- To undertake further training in order to maintain and improve one's standard of professional development.

## **HEALTH AND SAFETY**

- To be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- To ensure the welfare of both pupils and staff in accordance with the school's health and safety policy.
- To ensure the welfare of pupils by planning supervising and where necessary carrying out their agreed daily hygiene routines.
- To ensure the health needs of pupils are met by ensuring that the agreed medical and/or dietary procedures are carried out.
- Liaise with the parents, and the school nurse to ensure that the medical / dietary procedures for individual pupils are known and documented.
- The jobholder may be involved in clearing up blood or other bodily fluids of children. Appropriate training and equipment will be provided.
- With their agreement and with relevant updated training teachers may be required to perform any of the following medical procedures:
  - giving food / drink via a gastrostomy tube
  - giving seizure control medication
  - administering medicines.

## **JOB CONTEXT**

- The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.
- All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.
- Teachers on the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.
- In particular, teachers at UPS 3 will:
  - provide a role model for professional practice in the school
  - make a distinctive contribution compared with other teachers
  - contribute effectively to the wider team.

## **ADDITIONAL INFORMATION**

- The jobholder is required to contribute to and support the overall aims and ethos of the school and to follow professional codes of practice.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- Teachers are required to implement the school's equal opportunities policy which may include participation in outreach links with other schools in accordance with the school's policy on integration.
- All staff are required to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- All staff are required to participate in the full life of the school.
- The specific duties and responsibilities attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed from time to time as relevant.

## **DISCLOSURE AND BARRING SERVICE (DBS)**

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002). An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This Job Description agreed:

Teacher \_\_\_\_\_

Headteacher \_\_\_\_\_

Date \_\_\_\_\_