



**JOB TITLE:** Class Teacher

**SCALE:** MPS – UPS3 + SEN 1 or 2

**RESPONSIBILITY TO:** Head of Learning & Executive Headteacher

### **RESPONSIBILITIES AND DUTIES**

Ensure that pupils are provided with access to a broad and balanced curriculum which meets the requirements of the National Curriculum and is tailored to meet individuals' educational and care needs.

#### **Principal Duties and Responsibilities:**

1. Be responsible for the day to day organisation and timetabling of the class, including effective deployment of TAs.
2. Prepare teaching programmes, activities and tasks for individual pupils and groups.
3. Ensure that teaching programmes are supported by clear aims and objectives linked to the school's adopted programmes of education eg National Curriculum, Trust, MOVE, ABLLS & BSquared.
4. Set realistic and challenging targets for pupils across the curriculum.
5. Keep appropriate records of pupil achievement and areas of concern. Assess pupils using appropriate tools three times a year and provide an end of academic year report for each pupil.
6. Prepare and chair Annual Education Health Care Plan Reviews, in line with the SEN Code of Practice and review a further 2 times during the year.
7. Teach classes, small groups and individuals in other areas of the school as appropriate.
8. Be principally responsible for the pastoral care and welfare of pupils within the class and be responsible for safeguarding the health and safety of pupils using appropriate risk assessments.
9. Work collaboratively with parents, external agencies and school staff to provide a consistent approach for pupils' behaviour management..

10. Ensure that parents/carers and multi-agencies are properly consulted and kept in close touch with the child's progress and development at school.
11. Ensure that a collaborative team approach is fostered by all TAs and that links with other parts of the school are positive.
12. Liaise with Senior Staff and mainstream settings to ensure quality inclusion opportunities for pupils where relevant.
13. Continue professional development in line with the school improvement plan and Appraisal interview outcomes.
14. To take part in meetings related to curriculum development, school and general staff issues. Ensure that information from meetings is passed on to TAs effectively.
15. Support new TAs in their induction programme and assist TAs in their development.
16. Be responsible for a curriculum area within a particular phase of the school and liaise with other curriculum managers.
17. Be involved in curriculum and educational environment development / improvements.
18. Impart specialist knowledge to school personnel, parents and other stakeholder as necessary.
19. Perform other duties which may from time to time be negotiated by the Executive Headteacher and Head of Learning.

n.b. The list above outlines the main areas of responsibility but is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the postholder. The job description should be considered with reference to current national School Teachers' Pay and Conditions Documents.

Signed..... Employee



Signed..... Executive Headteacher