

## Job Description: Class Teacher

GRADE:	<i>Standard national scale in line with the current School Teachers' Pay and Conditions document plus appropriate SEN allowance</i>
RESPONSIBLE TO:	<i>Relevant member of the Leadership Team</i>

### Main purpose

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document. Reference should also be made to the Teachers Standards and to the school's Career Stage Expectations.

The post also includes the responsibility for an area of learning as part of a Faculty team to be agreed following appointment.

Duties and responsibilities of the post may change over time as requirements and circumstances change. School Teachers' Pay and Conditions Document requires all teachers to be involved in:

- Advising and co-operating with the headteacher and other teachers on the preparation and development of programmes of study, schemes of work teaching strategies, interventions, resources, assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management relating to the curriculum, organisation and pastoral functions of the school
- Coordinating or managing the work of other staff

### Duties and Responsibilities:

#### **Planning, teaching and class management**

Under the direction of the headteacher this will include:

- Teaching allocated pupils by planning their teaching to achieve progression of learning
- Planning, preparing and teaching lessons which engage pupils in learning
- Setting clear targets, specifying how they will be taught and assessed and building on prior knowledge
- Using a range of teaching approaches which differentiate for pupils' different levels of ability
- Making planned use of a range of ICT to support children's learning
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to individual need
- Evaluating their own teaching to improve effectiveness
- Selecting appropriate learning resources
- Working collaboratively and in a spirit of mutual respect with a multi-disciplinary team to enable the best outcomes for pupils
- Ensuring that the learning environment and teaching strategies support pupils with learning communication difficulties, physical disabilities and specific difficulties which impact on their ability to learn
- To effectively manage behaviour in accordance with the rules and behaviour policy of the school
- Assisting in the development and implementation of policies, practices and the curriculum programmes which reflect the school's commitment to high expectations and effective teaching and learning.

### **Pupil Progress**

Under the direction of the headteacher this will include:

- Setting appropriate annual review/targets and curriculum objectives for all areas of learning which will meet the needs of all learners and reflect the Education, Health and Care Plan (EHCP)
- Making effective use of assessment and ensuring coverage of programmes of study
- Regularly assessing pupil work and maintaining appropriate recording and reporting system to inform future practice
- Providing regular formative and summative assessment of pupil attainment
- Contributing to the Annual Review /EHCP process, reporting to parents and support agencies when required.

### **Area of learning responsibility as part of a Faculty**

Under the direction of the headteacher this will include:

- Contribute to leading a curriculum area, advocating for the area of learning and offering guidance to other staff as required
- Have a good working knowledge of national, local and school expectations for the identified area of learning
- Be familiar with Castle Wood's long term planning and programmes of study
- Be familiar with National Curriculum and EYFS guidelines
- Know what resources are available in school, locally and nationally
- Engage in monitoring activities focused on identified area of learning
- Collaborate in monitoring staff planning, outcomes, displays, celebrations, activities and pupils' work for your curriculum area
- Contribute to monitoring standards in the area of learning, analysing trends and tracking progress of individual pupils
- Contribute to the process of budget requesting for the identified areas of learning annually
- Contribute to summary presentation for the Governing Body as requested
- Collaborate in developing an improvement plan for the curriculum area, linked into the School Improvement Plan
- Contribute to writing and updating the identified area of learning policy

### **Management of staff**

Under the direction of the headteacher this will include:

- Leading the work of support staff, students and other adults to support pupil progress and well-being

### **Other areas of responsibility**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Class Teacher will carry out.

- Any other duties and responsibilities within the range of the salary grade
- There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time

The post holder must comply with Coventry City Council's and the schools health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

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**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

***Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.***

**Notes:**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

## Person Specification:

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none"> <li>○ Qualified teacher status</li> <li>○ Evidence of further qualifications welcomed e.g. post-graduate level qualification or other studies</li> <li>○ Evidence of a commitment to continuing professional development</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>○ Knowledge of current educational developments in teaching and learning, particularly in relation to pupils with special educational needs</li> <li>○ Knowledge of Planning, Assessment, Recording, and Reporting for pupils with a broad spectrum of need</li> <li>○ Ability to work in partnership with outside agencies in order to meet pupils' needs</li> <li>○ Knowledge and understanding of behaviour management skills and strategies, both theoretical and practical to manage challenging behaviour effectively</li> <li>○ An knowledge of Safeguarding</li> <li>○ Evidence of effective assessment and target setting for pupils with SEND</li> <li>○ Experience working in a school setting, which could include specialist provision</li> <li>○ Experience of working with parents and the community as partners in learning</li> <li>○ Experience of working with non-teaching and support staff</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>○ Ability to successfully implement a range of learning and teaching strategies for raising achievement in pupils with SEND</li> <li>○ Ability to manage and organise work effectively. This will include an ability to prioritise and manage time, work under pressure and meet deadlines</li> <li>○ Good interpersonal skills including the ability to work as a member of a team</li> <li>○ Communicate effectively orally and in writing to a range of audiences</li> <li>○ Ability to use ICT both as a tool for children's learning and as a support to teachers' preparation and recording</li> <li>○ Be able to take direction but be prepared to take initiative when required</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>○ Adaptability to changing circumstances and ideas</li> <li>○ Energy and enthusiasm</li> <li>○ Reliability</li> <li>○ Flexibility</li> <li>○ Resilience</li> <li>○ Effective interpersonal skills, to be able to work as part of a team</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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