

**Job Description: Class teacher**

**Key Responsibilities:**

1. **Learning and Teaching**

* To have an understanding of the national curriculum and current developments nationally and locally in learning and teaching approaches
* Planning the curriculum and preparing lessons using a personalised approach and a primary model in accordance with the school guidelines
* Teaching, according to their complex educational needs, the pupils assigned to you, including the setting and assessment of work to be carried out by the pupil in school and elsewhere
* To provide a learning environment for your pupils that is motivating and stimulating;
* To ensure effective communication systems are in place for all pupils using the school’s agreed approaches
* Liaise with other teaching staff to ensure a cross curricular approach to delivering the Solent Academies Trust personalised curriculum
* Ensure that ICT and specialist resources are used effectively to support learning
* Liaising with all professionals involved with pupils in the class, ensuring that all programmes are integrated into an holistic learning programme eg physiotherapy programmes, speech and language, OT, health, behaviour support plans
* Assessing, recording and reporting on the development, progress and achievement of pupils
* Setting targets for pupils linked to their Education, Health and Care Plans using a personalised approach
* Producing plans for individualised programmes such as communication plans and behaviour support plans, reviewing and updating them regularly
* Making effective use of teaching assistants to ensure maximum effect on pupil achievement and wellbeing;
* Make sure that the you meet the aims and objectives of the equal opportunities policy

1. **Assessment, Recording and Reporting**

* To input evidence of learning and achievement onto the school systems
* Analyse assessment information on pupils in the class, maintaining an overview of individual and class progress, identifying strengths and weaknesses and acting on that information to ensure all pupils achieve well
* Contributing to the annual EHCP reports for pupils;
* Attending the meetings for the annual reviews of EHCP’s;
* Producing, monitoring and reviewing individual learning plans for pupils

1. **Learning, Support and Development**

* To be responsible for the personal development, safety and general welfare of the pupils in your class, noting and passing any concerns to your line manager
* To encourage pupils to become independent in both their learning and personal development, supporting personal care needs as appropriate
* To promote a positive approach to learning within the class
* Liaise with school staff, professionals and external agencies as necessary
* Communicating and consulting with parents/carers of pupils
* To register and monitor the attendance of pupils in the class, reporting any concerns to your line manager
* To ensure a safe and secure environment within the classroom, following the agreed school health and safety procedures
* To participate in the appraisal process as described in the school’s Appraisal policy;
* To be a subject leader for at least one curriculum area

Signed Employee……………………………………………….Date……………………….

Signed Manager…………………………………………………Date………………………

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**Person Specification for Class Teacher (general)**

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| Criteria | Essential |  | **Evidence from:** |
| Qualifications, Career Development and Experience | * Qualified Teacher Status * Evidence of a strong interest in teaching pupils with complex learning needs * Recent and successful experience of teaching pupils with special educational needs * Experience of using and adapting the national curriculum * Show a proven commitment to effective continuing staff development |  | Application form  Interview  Reference |
| Personal Qualities | * Commitment, enthusiasm and drive to achieve * An ability to create, sustain and develop team working * An absolute commitment to the provision of a high quality education for all * Commitment to setting appropriate and demanding expectations for pupils’ learning and motivation |  | Application form  Interview  Reference |
| Knowledge and skills | * A knowledge of the National Curriculum and other statutory requirements * An ability to articulate and demonstrate the characteristics of effective learning and teaching * A commitment to the development of individualised learning programmes * High expectations for pupils' behaviour, establishing and maintaining a good standard through well-focused teaching and through positive and productive relationships. * Demonstrate an ability to assess how well planned learning outcomes have been achieved and use this assessment for future teaching * An ability to assess pupil attainment using appropriate level descriptors * Able to secure progress towards pupil targets * A clear understanding of the applications of ICT in it’s broadest sense, to support learning |  | Application form  Interview  Reference |
| Partnerships – knowledge and skills | * Able to maintain effective partnerships between parents and the school’s staff so as to promote pupils’ learning; communicate effectively; providing information to parents about targets, achievements and progress. * Experience of and commitment to involving parents in the education of their children |  | Application form  Interview  Reference |

Person Spec/Class Teacher 2017