



## JOB DESCRIPTION

## FOR TEACHERS OTHER THAN HEADTEACHERS

## ASH LEA SCHOOL

## NAME OF POSTHOLDER:

Job title: CLASS TEACHER

Pay Scale: MPS or UPS +1 SEN

Job purpose: Carry out the professional duties of a teacher as circumstances may require

Responsible to: Headteacher / Assistant Headteacher

Responsible for: Teaching learners with a full range of learning difficulties; having regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the learners in any class or group assigned.

Date of issue – March 2022

## Core requirements of the post:

- As a Class Teacher you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Annex A.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Headteacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.

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- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your headteacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head Teacher.

## Particular responsibilities

The post requires you to:-

- Teach learners within a specified age range as determined by the school's needs in accordance with the professional duties of a teacher.
- Take an equitable share of whole school curriculum and management responsibilities.
- Carry out your duties in line with the key tasks and management procedures of the school.
- Support the development of a curriculum having due regard to learners' statutory entitlement which is relevant to the needs, experience, interests, aptitudes and stages of developments for all learners within the school
- Supervise and manage teaching assistants working in a collaborative way
- Supervise and manage students on training placements in the class
- Work in partnership with health and social services personnel
- Work in partnership with other co-professionals
- Become conversant with alternative schemes of communication as deemed appropriate
- Become conversant with alternative technologies as deemed appropriate
- Monitor and set targets for learners' attainment levels
- Keep records of learners' progress and experience appropriate to the school system
- Monitor, assess and report on learner progress

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- Be responsible for contribution and reports towards Education Health and Care plans
- Provide information for whole school curriculum, teaching and standards as required
- Liaise with parents and those with parental responsibility and attend consultation meetings
- Work within the code of Practice relating to Special Educational Needs
- Work within the principles of CRB (Coping with Risky Behaviours) to manage behaviour
- Work within the principles of safe handling
- Participate in staff training (receipt and delivery)
- Contribute to school development planning and school evaluation processes
- Support pupils to be healthy, safe, achieve and enjoy school
- To demonstrate professionalism and positive enthusiasm for teaching

## Teaching and learning

- Carry out teaching duties in accordance with the school curriculum
- To plan appropriate and exciting curriculum experiences
- To work co-operatively with fellow staff within a climate of mutual respect
- Manage teaching assistants and core staff colleagues in order to ensure units of work are delivered to the learners in a collaborative way
- To work with fellow colleagues and other professionals
- Set and monitor targets for learners that are appropriately challenging
- To keep timely records of individual; learner progress and experiences
- Monitor work and set work for learners absent from school
- Monitor and demonstrate good practice in the classroom

## Assessment and recording

- Monitor learners' progress within specified measures
- Be responsible for teacher assessment
- Record learners' work, maintaining assessed/marked/moderated evidence of learners' achievement
- Complete termly, annual and end of year reviews as required, adhering to school time frames
- Provide assessment reports, data analysis and responses to monitor and boost learners' progress
- Liaise with parents (and those with parental responsibility) and attend consultation meetings as appropriate

## Standards and quality assurance

- Support the aims and ethos of the school
- Be aware of and adhere to school policies, protocols and procedures and in line with 'Teachers Standards'
- Set a positive example in terms of punctuality, appearance, attendance, mutual respect and professionalism and in all aspects of their work

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- Attend and participate in open evening and pupil performances/activities
- Maintain the school's employee's code of conduct
- Participate in staff training
- Attend staff meetings
- Maintain safe working practices under the safeguarding children agenda
- Have regard to matters of health and safety
- Promote the ethos of the school within the school and in the wider community
- Manage learners, staff, students on training, volunteers, finances as appropriate at all times within the school and whilst on school off-site visits.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Issued by:

Received by:

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Headteacher

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Post Holder

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