Kemball School, Beaconsfield Drive, Blurton, Stoke-on-Trent, ST3 3JD

Tel: 01782 883120

**JOB DESCRIPTION**

**CLASS TEACHER**

**HOURS:** As specified in the Teachers Pay and Conditions document

**SALARY SCALE:** MPS + 1 SEN point

**REPORTS TO:** Head Teacher

**GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF**

1. To carry out school policy as documented and/or as directed by the Head Teacher
2. To present the school in a positive way in the community
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing
4. To work in a responsible and safe manner, paying attention Health & Safety procedures operating within the school.

**RESPONSIBILITIES AND EXPECTATIONS:**

1. Teach a class of pupils with specified age range & ability
2. Act as a curriculum co-ordinator for one or possibly two National Curriculum subjects
3. Bring new ideas and a progressive outlook to implementing and developing the curriculum
4. Form excellent relationships with parents/carers
5. Have an in-depth knowledge and confidence to deal with the pupils’ health needs and the implications these can have on the individual pupils education
6. To be able to work closely with other professionals
7. To manage up to 4 support staff
8. To share the workload, to some extent, that is involved with the personal care of the pupils. This will involve manual handling and intimate care such as feeding, toileting and medication, including tube feeding. Training will be given in these areas.

**GENERAL DUTIES**

As specified in the School Teachers Pay and Conditions Document and to continue to meet the standards required for Qualified Teacher Status.

**KNOWLEDGE AND UNDERSTANDING**

* Have knowledge of and keep up to date with the National Curriculum and where appropriate the variety of other curriculum pathways and the Agreed Syllabus for Religious Education.
* Select and make good use of IT skills for classroom and management support.
* Understand and know how national, local comparative and school data including National Curriculum data can be used to set clear targets for pupil’s achievement.
* To ensure that pupils are kept safe and all safeguarding policy is carefully followed.

**PLANNING, TEACHING AND CLASS MANAGEMENT**

* Plan and teach in relation to the National Curriculum and Agreed Syllabus for Religious Education with regard for the school’s aim statement.
* Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge, and be responsible for the day to day organisation of the class.
* Ensure effective teaching of whole class, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
* Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident. To adhere to the school behaviour policy.
* To use a variety of teaching and learning styles to keep all pupils engaged.
* Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs.
* To plan, monitor and evaluate the work of teaching support staff.
* To prepare timetables, schemes of work and Individual Education Plans for pupils in the class, which take account of the pupil’s Statement of Special Educational Need.
* Evaluate own teaching critically to improve effectiveness and to be a learner.

**MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY**

1. Assess and record each pupil’s progress systematically with reference to the schools current practice, including the social progress of each child and use the results to inform planning.
2. Monitor class work and homework, providing constructive feedback and setting targets for future planning.
3. Provide reports on individual progress to the Head Teacher and parents as required.

**OTHER PROFESSIONAL REQUIREMENTS**

1. Establish and maintain effective working relationships with professional colleagues and parents.
2. Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
3. Take responsibility for your own professional development and to participate in National and Local Authority appraisal arrangements.

**CURRICULUM RESPONSIBILITY**

To be Subject Leader for the areas of: (to be negotiated)

* To be the lead professional for the area of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* To prepare, implement and evaluate an Action Plan for this/these area(s).
* To be responsible for developing and monitoring policy and developing the curriculum in these areas. This will include advising on appropriate programmes of work, recording and assessment and the organisation of resources in this/these area(s).
* To keep abreast of current developments in this/these curriculum area(s) and to communicate these to staff.
* To ensure that the school meets all legislative requirements in this/these area(s).
* To assist in the organisation of staff development programmes in this/these area(s).
* To monitor and evaluate the quality of education being provided in this/these area(s) through regular classroom observations, monitoring of teachers/school planning and scrutiny of pupils work, providing monitoring reports as appropriate.
* To scrutinise data to ensure all pupils are making good or better progress and to address dips in performance in consultation with Department/Staff teams.
* To keep SMT/Governing Body regularly appraised and updated about the standards of education in and across the school.

**ADDITIONAL RESPONSIBILITIES**

The future developments of the post will be dependent on the interests and abilities of the post holder.

The post holder will be contracted to the school and although based in one class as described, may be required to work in any area of the school, should the needs of pupils/school require this. The successful candidate will also be expected to undertake any duties, or teach any other age ranges, as may from time to time be required by the Head Teacher.

Signed......................................... Date........................................