Job Description

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**SERVICE AREA: Children and Young People Service**

**SECTION: Ravensthorpe CE (VC) Junior School**

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**POST TITLE: Class teacher of pupils with SEND**

**LOCATION: Ravensthorpe CE (VC) Junior School**

**GRADE/SCALE: Main Pay Scale/Upper Pay Scale plus SEN allowance (value dependent on experience)**

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**PURPOSE OF POST**

To have Qualified Teacher Status and to be responsible for carrying out the professional duties set out in the most recent Teachers’ Pay and Conditions Document as directed by the Headteacher, within the context of the job description set out below. To teach pupils with SEND.

**1. Professional Duties**

1.1 To carry out the duties of a school teacher as described in the School Teachers’ Pay and Conditions Document.

1.2 To carry out the duties of a school teacher in accordance with the LA’s Local Conditions of Service.

1.3 To work within the policies and guidance of Ravensthorpe CE (VC) Junior School.

**2. Teaching Duties**

2.1 To teach pupils according to their individual educational needs as identified in the Education Health Care Plan of each pupil.

2.2 To plan and prepare lessons to ensure the effective education of pupils in your charge in line with the agreed aims and objectives of the school and policy statements, including appropriate coverage of the National Curriculum.

2.3 To provide a learning environment for pupils that is appropriate to their needs and facilitates high levels of achievement, teaching and managing resources effectively in accordance with school policy.

2.4 To provide a sound education for all pupils in your care, using different teaching strategies, varied activities and differentiation techniques to maximise the potential of each child in all areas of their development, ensuring they receive a broad and balanced curriculum.

2.5 To undertake and maintain effective assessment procedures and keep accurate records according to school policy, including records of each child’s development and progress. To pass on such information to: parents, Governors, school staff and other outside agencies when required.

2.6 To expect and maintain positive and consistent standards of behaviour from the pupils, both inside and outside the classroom, promoting good behaviour in accordance with the school’s policies and developing positive attitudes to adults, peers, property and work.

2.7 To consult and inform parents regarding progress, attainment and attitude. This will include taking part in and contributing to the annual review process and taking responsibility in writing annual reports.

2.8 To participate and conduct paperwork relevant to the needs of pupils, in liaison with the SENDCo. This will include making timely referrals and other SEND-specific paperwork.

2.9 To liaise with other staff to ensure integration in mainstream opportunities where appropriate.

2.10 To liaise with other professionals to meet the needs of pupils as appropriate (including seeking advice, support, specialist programmes and feedback).

2.11 To give a high priority to the safeguarding and welfare of pupils, carrying out risk assessments in line with the Health and Safety requirements of the school and following safeguarding guidance.

2.12 To develop appropriate schemes of work.

**3. General Duties**

3.1 To participate fully in the life of the school.

3.2 To regularly reflect on practice, taking an active responsibility for personal CPD.

3.3 To undertake appropriate training courses relevant to the post.

3.4 To undertake any other duties that may be reasonably required within the scope of the post.

3.5 To undertake such other duties and responsibilities of an equivalent nature as may be determined by the postholder’s supervisor from time to time, in consultation with the postholder.

3.6 The postholder’s duties must at all times be carried out in compliance with the Council’s Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the service under the Health and Safety at Work Act to be performed, eg operate safe working practices.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards service users or employees, including those who may be, for example, from minority ethnic communities, women, disabled or older people, lesbians or gay men. The postholder should also counteract such practice or behaviour by challenging or reporting it.

3.7 Safeguarding

As part of your wider duties and responsibilities, you are required to promote and actively support the School’s/LA’s responsibilities towards safeguarding.

3.8 Further expectation of teachers on UPS

To act as a professional role model and work effectively with others to raise attainment.

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**RESPONSIBLE TO: HEADTEACHER & SENDCO**

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| **JD Reference No** |  |
| **JD Prepared / Amended** | 9 February 2024 |
| **Refers to Estab(s)** | Ravensthorpe CE (VC) Junior School |