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| **Job title:** | **Class Teacher** |
| **Grade:**  **Status:** | Standard national scale in line with the current  *School Teachers’ Pay and Conditions* document plus the appropriate SEN pt1  **Established** |
| **School:** | Alfreton Park School |
| **Responsible to:** | The headteacher, members of senior leadership team (SLT) and the governing body |
| **Whole school areas of**  **accountability:** | Responsibility for teaching and learning in a given class.  Management and allocation of class staff on a day to day basis.  Lead a curriculum area/s |

# Main purpose of the job:

# Be an excellent classroom practioner

* Have an impact on educational progress beyond your assigned pupils
* Line manage and appraise identified staff
* Assist in the smooth running of the school at all times

###### Personal Attributes and Professional Competencies

Carrying out the duties of a class teacher as outlined in the current *School Teachers’ Pay and Conditions Document*.

* Support and implement the vision and values of the school
* Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
* Manage effectively the transition of pupils to and from your class and within it
* Be a proactive and effective member of the team
* Be an effective role model for your team in terms of teaching, behavior support and classroom management
* To understand and comply with the School’s/Derbyshire County Council’s Child Protection Policy/Guidelines.
* To be able to carry out the duties and responsibilities of the post in compliance with the School’s Equal Opportunities Policy.
* To understand and comply with the School’s Health and Safety Policy in the performance of their duties and responsibilities.
* To understand and comply with all other relevant school policies.
* To understand and comply with the School’s/Derbyshire County Council’s Child Protection Policy/Guidelines. TA July 2021 3 9.
* To be able to carry out his/her responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of schools.
* To maintain confidentiality and observe GDPR and associated guidelines where appropriate.
* To carry out the duties and responsibilities of the post in compliance with the School’s Equal Opportunities Policy.
* To be able to promote professional co-operation and effective team working within the school providing direction and offering help
* To be able to contribute to the implementation of the overall aims/ethos work of the school.
* To be able to problem solve and use initiative to meet the daily challenges arising in a busy class.
* To be able to carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

#### Teaching and learning responsibility

* Plan and teach a range subjects across the curriculum aiming for all pupils to achieve their best and for them to make at least good progress
* Ensure that pupils are well looked after and that they have opportunities to develop their confidence, self-esteem and independence
* Be responsible for promoting positive pupil behaviour in accordance with the school’s behaviour policy
* Ensure that pupils are supported with their personal care
* To lead the class team; directing and deploying the Teaching Assistants; promoting collaborative working and valuing and seeking their contributions
* Establish and maintain effective relationships with parents/carers and a range of visiting professional staff
* To be responsible for keeping records and written reports in line with the SEND Code of Practice
* To work co-operatively as part of the whole school team; promoting co-operative professional working practices, and consulting with the SLT when appropriate
* To liaise with parents, medical staff, advisory staff and other professionals and promote joint working whenever practicable
* To organise and monitor lunchtime arrangements for your class
* To monitor all pupils and report concerns immediately to a Designated Safeguarding Lead, recording concerns via ‘My Concern’
* To lead in at least one curriculum area; having an overview of curriculum, teaching and learning in this area and reviewing pupils progress alongside the SLT. Report to SLT on subject progress and areas for development
* Develop, demonstrate and promote teaching and learning activities appropriate to full age and ability range
* Be responsible for engaging in effective, sustained and relevant professional development: to co-ordinate INSET in your curriculum/responsibility areas with the support of SLT and to share information from courses you have attended
* You may also be expected to work with different groups of Alfreton Park Community Special School pupils, depending on the needs of the school

### Monitoring and assessment

* Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data

# Manage resources

* Evaluate, organise and monitor the use of resources

# Note

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 be altered **in line with your career stage expectations**, 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.

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| **Signature of post holder** |  | **Date** | **/ /** |
| **Signature of headteacher** |  | **Date** | **/ /** |