



**THRAPSTON PRIMARY SCHOOL**  
**Teacher – SEND Unit Provision**  
**JOB DESCRIPTION**



**JOB TITLE :** Teacher

**SALARY LEVEL :** MPS

**POSTION:** Class teacher

**LINE MANAGER:** Deputy Headteacher

**RESPONSIBLE TO :** Headteacher

**GENERAL DUTIES:**

- ❖ The education and welfare of designated groups or classes of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the National Curriculum, the School's Vision, Aims, Objectives and Schemes of Work and any Policies of the Governing Body. To share in the corporate responsibility for the well-being and discipline of all pupils.
- ❖ To undertake the role of class teacher in a way that fully meets the Teachers' Standards 2012
- ❖ To provide a distinctive learning experience for all pupils that reflects the school's vision and values and helps raise pupil achievement.
- ❖ Be responsible for the day to day management of the Teaching assistant assigned to your class. Be mindful of the Conditions of Service and Job description applicable to the TA and ensure that all requirements are met in this regard.
- ❖ To ensure development and progression of equality within the sphere of responsibility of this job description and the fair and equal treatment of all.

**SPECIFIC DUTIES:**

- ❖ To be the teacher for small classes of children with autism and/or learning difficulties.
- ❖ To support the Senior Leadership Team in the overall progression of the school.
- ❖ To have shared responsibility for communicating and maintaining the vision and ethos of the school to all its stakeholders
- ❖ To be part of the SEND team, responsible for planning and progression and to review and revise, where appropriate, aspects of Whole School Development.
- ❖ To assist with organising specified whole school events where appropriate

**AREAS OF RESPONSIBILITY & KEY TASKS**

***Planning, Teaching and Class Management***

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- providing a quality of teaching and learning provision so that all pupils make progress in line with the targets and recommendations of their Learning Plans or EHCPs;
- working closely with the main school SENDCo to monitor pupil social communication and overall development.
- contributing actively to provision mapping and annual reviews.
- supporting pupils, when and if appropriate, during any involvement with the main school, personalising learning as needed.
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment

- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support
- taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;

### ***Monitoring, Assessment, Recording, Reporting***

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching and to provide appropriate intervention and progressive plans;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, keep all files etc up to date, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by school procedures;
- prepare and present informative reports to parents and attend parents consultation and information evenings.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

The details contained within this job description reflect the content of the job at the time it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the leadership of the school will expect to revise this job description from time to time and will consult the post holder at the appropriate time.