

TWO RIVERS HIGH SCHOOL
JOB DESCRIPTION

Position Held: Class Teacher

To Whom Responsible: Headteacher

Job Description General:

- To carry out the professional duties of a school teacher, including those described in the Teacher's National Pay & Conditions of Service document, which is up-dated every year.
- To teach a class group of pupils with severe or profound and multiple learning difficulties or any other group of students as determined by the Senior Leadership Team.
- To plan, prepare and deliver programmes of study which conform to the requirements of the National Curriculum.
- To plan, prepare and deliver programmes for areas which may be additional to the National Curriculum.
- Be responsible for the pastoral care of children, promoting safeguarding, independence and positive behaviour and relationships, in accordance with school policies.
- Work with other staff to plan and provide for a creative, stimulating and quality curriculum for all children which supports a range of learning styles and helps to develop children's independence.
- To ensure teaching programmes are regularly monitored and to assess, record and report children's progress in all areas taught.
- To ensure the specific needs of the children, as indicated in their Education, Health and Care Plans, are addressed.
- To produce Annual Reviews and Reports by required dates.
- To be actively involved in both the planning and execution of the School Improvement Plan.
- Support the vision, ethos and policies of the school and promote high levels of achievement and safety.
- To carry out such other teaching and associated tasks as may be required by the Headteacher.

Specific Responsibilities

- To ensure lessons are run in a structured and orderly manner.
- To support individual students' needs with a range of specialist teaching and learning strategies (such as TEACCH, use of AAC, Sensory Integration and Intensive Interaction and others), ensuring that teaching and learning is differentiated and person-centred.
- To promote the use of alternative methods of communication for pupils within the classroom (ie. MAKATON, PECS, Whole Body Communication), ensuring that support staff are aware of this requirement and help them to gain the relevant skills.
- To provide children with access to stimulating environments, including regular use of specialist learning areas across the school as well as outside of school, such as Multi-Sensory Room, Soft-Play Room, Multi-Sensory Garden, Food Technology Room, etc.
- To attend and contribute towards team and subject meetings.
- To be responsible for documentation and correspondence relating to your pupils.
- For all pupils taught, to maintain accurate assessments and data records in subjects taught in a manner specified by TRS.
- To enter students for appropriate accreditation of subjects taught.

- To use data on SOLAR to inform planning and pupils' targets.
- To inform parents of progress through reports, annual reviews and termly targets
- To have a general responsibility for the safeguarding and well-being of pupils in all form groups and refer to DSL in matters of concern by completing MyConcern report.
- To manage behaviour in a positive way by developing behaviour and communication strategies to be consistently used by staff.
- To undertake regular training regarding the use of physical intervention and apply it only when necessary and in the best interest of the student.
- To adhere to all Health & Safety rules and procedures at all times.
- To produce and maintain Risk Assessments and Individual Behaviour Support Plans in collaboration with Assistant Headteacher responsible for Behaviour.
- To organise and maintain classroom resources and equipment, keeping an up to date inventory in accordance with school requirements.
- To establish and maintain positive working relationships by line managing and working in partnership with teaching assistants; directing and supporting their duties and ensuring that they have appropriate understanding of pupil needs and concerns and of the teaching programmes and methods in place.
- Ensure that parents/carers are fully involved in their child's learning and development and well-informed about the curriculum, their child's individual targets, progress and achievement, including providing written reports. Encourage and welcome contact and endeavour to ensure that such relationships are supportive, informative and helpful.
- Work collaboratively with a multi-disciplinary team of professionals and medical/therapeutic staff.
- To attend relevant training courses and share good practice and knowledge gained with members of the staff team as appropriate.
- To participate in the Statutory Performance Management/Appraisal arrangements.

Outcomes:

- All pupils will be following a relevant and differentiated curriculum.
- All pupils' individual needs will be addressed.
- Lessons will be well prepared and resources readily available.
- Assessment and record keeping procedures will reflect the progress of all pupils.
- Progress will be made towards I.L.P targets and the progress towards half termly/termly targets will be systematically built upon.
- The wellbeing of students will be maintained to the highest standard.
- All pupils will feel safe at school and any safeguarding issues will be addressed promptly and efficiently.
- All pupils will behave well and respect one another.
- All classrooms will be fit for learning.
- All pupils will take examples from positive relationships between members of staff.
- Parents will be kept informed of targets set and progress made

This job description may be amended at any time, after due consultation, in order to meet the changing needs of the school and to enhance staff professional development.