**Job Description : General Class Teacher**

**Responsible to: Headteacher**

**Job Purpose:**

* To fulfil all professional duties of a teacher as defined in the School Teachers pay and Conditions Document including taking a lead role in an aspect or aspects of the curriculum
* To ensure that all pupils are taught effectively and to contribute to the fulfilment of the school’s mission and aims

**Key responsibilities for which 1 SEN point will be paid**

* to be responsible for the education and welfare of a designated group of pupils all of whom have special educational needs, in accordance with the requirements of the DfES Conditions of Employment for school-teachers; the National Curriculum; the school mission and aims; schemes of work and any policies adopted by the Governing Body of the school.
* to define IEP’s for all pupils and to share these with the Teaching Assistants so that they can fulfil their role.
* to plan in partnership with the Teaching Assistants to enable them to fulfil their role
* to fulfil administrative functions to support effective teaching and learning and assessment recording and reporting procedures
* to exercise pastoral care
* to share in the corporate responsibility for the well being and discipline of all pupils
* to contribute to the corporate life of the school
* to work co-operatively and collaboratively with other members of staff

**Other responsibilities**

* to adhere to the school policies and procedures
* to undertake relevant training to maintain specialist knowledge and skill levels in line with the Training and Professional Development policy
* to advise and co-operate with the Headteacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
* to contribute to the professional development of other teachers and support staff including the induction of new teachers
* to take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
* Any duties consistent with the nature, level and grade of the post as deemed necessary by the Headteacher