

**Class Teacher & SENCo
JOB DESCRIPTION**

CORE REQUIREMENTS OF THE POST:

- As a Class Teacher you will carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

PARTICULAR RESPONSIBILITIES:

1. The post requires you to:-

- teach pupils within the primary phase in accordance with the professional duties of a teacher;
- take an equitable share of whole school curriculum care and management responsibilities;
- carry out your duties in line with the key tasks and management procedures of the school.

A. Planning, teaching and class management, to:

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

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying SEN or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline.

use a variety of teaching methods to:

- match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
- use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
- select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness.

B. Monitoring, assessment, recording, reporting

to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- 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, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- prepare and present informative reports to parents.

C. Other professional requirements

to:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school;

- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures;
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team;
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

SENCo Role

Strategic direction and development of SEN provision in the school - with the support of, and under the direction of the Headteacher to:

- contribute to a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum;
- support all staff in understanding the needs of pupils with SEND;
- regularly monitor progress of objectives and targets for pupils with SEND from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements;
- analyse and interpret relevant school, local and national data and advise the head teacher on the level of resources required to maximise achievement;
- liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Teaching and learning

to:

- support the identification of, and disseminate the most effective teaching approaches for pupils with SEND;
- collect and interpret specialist assessment data to inform practice;
- work with pupils, class teachers and key stage managers to ensure high expectations of pupils;
- monitor the use of resources, teaching activities and target setting and develop a recording system for progress.

Leading and managing staff

to:

- achieve constructive working relationships and establish opportunities for the SENDCo, support assistants and other teachers to review the needs, progress and targets of pupils with SEND;
- provide regular information to the head teacher and governing body on the evaluation of SEND provision;
- advise on and contribute to the professional development of staff.

Effective deployment of staff and resources

to:

- Work with the head teacher and governing body of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency;
- maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.