**Job Description**

**Class Teacher**

**Job Dimensions**

**Salary TMS**

**Hours/Weeks per year 32.5**

**Reporting to Head Teacher**

**Functional Relationships**

Head Teacher, SLT, Colleagues, Pupils, Parents, Other External Agencies, LA

**Purpose of Role**

Working under the supervision of the SMT to take on the role of lesson planning, development and delivery of a class

**Principle Duties and Responsibilities**

To plan and deliver lessons, ensuring that every child's learning and developmental needs are met, and that the classroom provides a warm, welcoming and supportive environment to the children and their families.

To liaise with the Leadership team and to be responsible for all aspects of the class

To undertake assessments and reviews, and to participate in and develop health care plans for individual children as appropriate and required.

To work with relevant organisations and agencies to provide appropriate services to children as appropriate

To contribute to the planning, development, monitoring and evaluation processes and requirements as requested.

To develop and follow School policies as appropriate (including Safeguarding Children policy), and maintain appropriate records and prepare reports as required. This will include registration and attendance.

To act as a representative of the School at meetings relating to the individual needs of children i.e. planning meetings, and to the broader needs of the School.

To be an active member of the staff team participating in training, attending regular supervision and annual appraisals with the line manager.

To undertake any other duties commensurate with the grade of the post

To ensure compliance with all Health and Safety legislation and associated codes of practice and school policies

**Confidentiality**

During the course of employment the Teacher will have access to information of a

confidential nature. Under no circumstances may this information be divulged or passed on to

any unauthorised person or organisation.

**Data Protection**

During the course of employment, the Teacher will have access to data and

personal information that must be processed in accordance with the terms and conditions of the

Data Protection Act 1998 and properly applied to pupil, staff and school business/information.

**Working Relationships and Contacts**

To develop and maintain working relationships with other professionals.

To liaise with staff, local authorities, external agencies

**Skills/Qualifications**

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

**Further Information**

**Probation** This post is subject to a **6 month** probation period.

**Scale Point** All staff start at the first scale point within their salary grade. Annual increments may be paid until the top of scale is reached, dependent upon individual performance.

**Pension** As an employer of the Local Government pension scheme, the post holder will be automatically enrolled in the Avon Pension Scheme. The Trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit**.**