

GLYNE GAP SCHOOL

JOB TITLE - CLASS TEACHER

RESPONSIBLE TO - THE HEADTEACHER

GENERAL DESCRIPTION - Class Teachers are responsible for all aspects of the education, supervision, welfare and safeguarding of a class of children. This will involve preparing and delivering a broad, balanced relevant curriculum for pupils and working with parents and other professionals to facilitate the meeting of the whole child's needs.

Responsibilities and main duties

1. To children To be a class teacher to a group of pupils with learning difficulties

1. To plan and timetable activities that ensures a breadth, balance and relevance of curriculum, is delivered to a group and individuals.
2. To set termly goals for each child.
3. To maintain agreed school records and plans.
4. To service each child's annual review with reports, attendance etc.
5. To plan and facilitate out of school experiences and integration opportunities.
6. Appraise the head teacher of any major developments.

2. To parents To work closely with parents in all aspects of the child's life.

1. To keep parents fully informed by the use of home/school books, home visits, phone calls etc.
2. To jointly negotiate termly goals with parents.
3. To regularly invite parents into school.

3. To other professionals To work closely with other involved parties, liaising, co-ordinating and supervising where necessary.

1. To organise the work of classroom assistants, recognising the school's requirement that teaching assistants and teachers work as a team.
2. To liaise with health authority therapists and execute jointly negotiated programmes.
3. To liaise and co-operate with external agencies (like social services and voluntary bodies).
4. To attend weekly teachers meeting, monthly whole staff meetings and curriculum planning and departmental meetings as arranged.
5. Take an agreed share of organisational/management/ administrative duties.
6. Help in training new staff, students and volunteers and accommodate visitors when necessary.

4. To your own development

1. Participate in any induction the school arranges for you.
2. Take an active part in the school's school focussed staff development programme.
3. Read journals and attend courses that will enhance your own knowledge and development.
4. Join the Headteacher in regular discussions about progress and new developments.

May 2022