

## JOB DESCRIPTION

### FOR TEACHERS OTHER THAN HEAD TEACHERS

## Carlton Digby School

### NAME OF POSTHOLDER:

<i>Job title: Class Teacher</i>	<i>Pay Scale: MPS +1 SEN</i>
<i>Job purpose: Carry out the professional duties of a teacher as circumstances may require</i>	
<i>Responsible to: Head Teacher Phase Leader</i>	
<i>Responsible for: Teaching learners with a full range of learning difficulties; .having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the learners in any class or group assigned.</i>	
<i>Date of issue</i> :	

### CORE REQUIREMENTS OF THE POST:

- As *Class Teacher* you shall 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.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Head Teacher who may involve officers of the Education Department as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- 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.
- 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. Your Head Teacher is responsible for maintaining a time budget on which you will be consulted. You will be granted access to this at any reasonable time by arrangement with your Head Teacher.

### **PARTICULAR RESPONSIBILITIES:**

The post requires you to:-

Teach learners within a specified age range as determined by the school's needs 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.

Support the development of a phase specific curriculum having due regard to the National Curriculum and learners statutory entitlement which is relevant to the needs, experience, interests, aptitudes and stages of development for all learners within that phase

Supervise and manage teaching assistants working in a collaborative way

Supervise and manage students on training placements in the class

Work in partnership with health and social services personnel

Work In partnership with other co- professionals

Become conversant with alternative schemes of communication as deemed appropriate

Monitor and set targets for learners' attainment levels

Keep records of learners' progress and experience

Monitor assess and report on learner progress within National Curriculum and pre-National Curriculum levels

Be responsible for contribution and reports towards the Annual Review of the learners' Statement of Educational need

Provide information for whole school curriculum files, teaching files and standards files as required

Liaise with parents and those with parental responsibility and attend consultation meetings

Work within the Code of Practice relating to Special Educational Needs

Work within the principles of "MAPA" to manage behaviour

Work within the principles of safe handling

Participate in staff training

Contribute to School Development Planning and School Evaluation Processes

Support learners to be healthy, to stay safe, to enjoy and achieve, to make a positive contribution and to achieve economic well being.

## **TEACHING AND LEARNING**

Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

To plan appropriate curriculum experiences

To work within the National Curriculum

To work co-operatively with fellow staff

Manage teaching assistant and core staff colleagues in order to ensure units of work are delivered to the learners on a collaborative way

To work with fellow colleagues and other professionals

Set and monitor targets for learners that are appropriately challenging

To keep records of individual learners progress and experiences

Monitor work and set work for learners absent from school

Monitor and demonstrate good practice in the classroom

## **ASSESSMENT AND RECORDING**

Monitor learners' progress within the National Curriculum or towards level 1 of the National Curriculum using 'P' levels

Be responsible for teacher assessment as appropriate to the end of Key Stage within the National Curriculum

Record learners work, maintaining evidence of learners achievement

Complete termly, annual and end of year reviews

Mark and return work in an agreed time span, providing feedback and targets

Provide assessment reports and value added data and responses to monitor and track learners' progress

Liaise with parents (and those with parental responsibility) and attend consultation meetings as appropriate

Work within the Code of Practice relating to Special Educational Needs

## **STANDARDS AND QUALITY ASSURANCE**

Support the aims and ethos of the school

Be aware of and adhere to school policies, protocols and procedures

Set a positive example in terms of punctuality, appearance and attendance

Attend and participate in open evenings, student performances/activities

Maintain the school's behaviour code

Participate in staff training

Attend phase and staff meetings

Maintain safe working practices under the safeguarding children agenda

Be responsible for the core purposes of Every Child Matters

Have regard to matters of Health and Safety

Promote the ethos of the school within the school and in the wider community

Manage the following at all time within the school and whilst on school off-site visits: Learners, staff, students on training, volunteers, finances as appropriate.

Employees are expected to be courteous to colleagues and provide a welcoming environment to learners, visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

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Issued by:

Received by:

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Head Teacher

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Post Holder