



Hillside Specialist School & College

Providing exceptional education for all students

Job Description

This job description should be read alongside the range of duties of teachers set out in the School Teachers' Pay and Conditions Document 2023. Staff members should, always, undertake duties in line with the professional standards for qualified teachers and work within the framework provided by the school's policy statements to fulfil the aims and objectives of the School Improvement Plan.

Job Title: Class Teacher

Overall Purpose:	To plan and deliver the curriculum within the framework of the ethos, aims and objectives of the school; to manage class staff team; to have curricular responsibility.
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Responsible to: Head teacher

Responsible for: A class, management of pupils and management of classroom assistants

Curricular Area(s): to be agreed

General Responsibilities:

- The education and welfare of a designated class group in accordance with the requirements of the School Teachers Pay and Employment Document, having due regard to the requirements of the National Curriculum, the aims of the school and any policies of the Governing Body and LA. To share in the corporate responsibility for the well-being and discipline of all pupils.
- To participate in regular 'in house' training and five training days per year as part of directed time. Opportunities for other training are available as considered appropriate by mutual agreement.
- To formulate, implement and regularly review and evaluate Individual Education Plans for your pupils according to their individual needs, across the curriculum.
- To complete the planning and recording documentation as set out in the school's Assessment, Recording and Reporting procedures.
- To make sure that all assessments are updated in line with the whole school expectations.
- Undertake internal moderation of identified subject and external moderation where applicable.
- To contribute to annual and internal reviews for your pupils.
- To make sure that information for annual reviews is prepared to the required standard and in the required time frame.

- Ensure that all learners needs are met in accordance with their Education and Health Care Plans and that learners are making progress towards their individual outcomes.
- To direct a team of teaching assistants with whom you work; promoting an atmosphere conducive to organised and productive teamwork.
- To have a sound working knowledge of current legislation and the National Curriculum.
- To be responsible for supporting the development of your staff team
- To support the meeting of objectives within the School Development Plan.
- To take responsibility for your own professional development.
- To attend all staff meetings.
- To ensure that matters concerning individual pupils are kept strictly confidential to the school and its staff.
- To fully participate in all activities with pupils as appropriate.
- To undertake such other 'reasonable' duties relevant to the school that may be required from time to time.
- To be involved in all curricular areas and activities.
- To be involved in personal care and positive interventions with some pupils as their special needs dictate.
- Maintain high levels of personal conduct in line with the school's code of conduct.
- To maintain high standards of ethics and behaviour, within and outside school.
- Have professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- A commitment to safeguarding.

Specific Responsibilities.

- To be responsible to the Head teacher for the leadership, co-ordination and development of specified curriculum areas throughout the school.
- Support staff with enthusiasm to develop a shared understanding of the contribution the subject/ specified curriculum area makes to individual pupils education and in their life.
- To be responsible for the implementation and evaluation of programmes of study / schemes of work for specific curriculum areas.
- Ensure the quality of teaching, learning and assessment across specific curriculum area through work scrutiny and analysis of subject data.
- To set budgets, monitor, audit and order resources, maintain books, materials, equipment and facilities for the teaching of specific curriculum areas.

- To liaise with other schools and agencies when necessary.

The job description may be reviewed and amended when deemed necessary by the Head teacher, in consultation with the post holder.

Equal Opportunities: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health & Safety: All employees must have a responsibility for their own health & safety and that of others when carrying out their duties and must help us to apply our general statement of health & safety policy.

Safeguarding Commitment: This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.