***Job Description***

**CLIFTON HILL SCHOOL, Chaldon Road, Caterham**

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| **Job title:** | **Class teacher** |
| **Education/Qualifications:**  **Accountability:**  **Grade:** | Degree or on an Educational Pathway to teaching  Teaching and learning responsibility for a class of pupils.  Standard national scale in line with the current *School Unqualified Teachers’ Pay and Conditions* document |
| **School:** | Clifton Hill School |
| **Responsible to:** | The Headteacher, members of senior leadership team (SLT) and the governing body |
| **Supervisory responsibility:** | Class Team |

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| **General Conditions**   1. You are required to undertake the duties of a school teacher as specified in the School Teachers Pay and Conditions Document for the current year. You will be committed to the safeguarding of children and young people at all times. You will be committed to and demonstrate practices that advocate the school’s values and ethos. 2. The teacher will be required to: 3. Teach a group of students who have severe learning difficulties (SLD)/profound and multiple learning difficulties (PMLD)/ Autistic Spectrum Disorder (ASD) some of whom may exhibit behaviour that challenges. 4. Teach a variety of age groups as required and through consultation. 5. The teacher will be responsible for the educational needs of all students in the school throughout the day with particular responsibility for their own class group. This will include implementing and monitoring behaviour management and manual handling and positioning programmes. 6. The teacher is responsible for the welfare and pastoral needs of all the students in school throughout the day and for keeping the Headteacher/Assistant Headteacher informed of any developments or changes. |
| **Working with Parents and Other Professionals**   1. The teacher will be expected to forge strong links with other staff, the local schools and community. 2. The teacher will be expected to work closely with other professionals e.g. Speech and Language Therapist, Physiotherapist, Swimming Instructor etc. and implement the Programmes developed with them. 3. The teacher will be responsible for developing positive relationships with parents/guardians and carers and encourage their involvement in their child's education whenever possible. |
| **Management/Curriculum & Organisation**   1. The teacher must have a working knowledge of the National Curriculum in order to meet the pupil's individual needs and provide a broad and balanced curriculum via the school's agreed schemes of work. 2. The teacher will be expected to lead and support teaching assistants, students and volunteers, and to lead appropriate meetings related to the team. 3. The teacher is responsible for the overall planning and management of the individual/group and for developing timetables, in consultation with the Senior Management Team and other colleagues. 4. The teacher will be responsible for the forward planning, preparation and arrangements for any outings as per Educational Visits policy, in full consultation with the Senior Management Team. 5. Attendance at staff meetings is required. These are normally held once a week after school. Other types of meeting may be arranged in addition to these e.g. curriculum meeting, class team meeting. 6. After the NQT year, the teacher will be expected to lead and develop a curriculum area(s) throughout the school and provide information, training, support and reporting to other members of staff and governors. 7. The teacher will be responsible for the organisation, planning and evaluation of class and student resources. 8. Manage, monitor and account for any budget for your area and class. 9. The teacher will ensure policies are translated into practice by the team. Bring to the attention of their line manager / SLT any policies which may need revision or amendments. 10. Contribute to the success of the school development plan. 11. Be an effective role model for the class team in terms of teaching, behaviour and classroom management. 12. Undertake appraisal for the class team. 13. The teacher would be encouraged to design and make specific resources to support any programme that the student is working on, or arrange for this to be done. 14. The teacher would be expected to liaise closely with the Department lead and the Assistant Headteacher over making changes in matters of internal organisation/classroom management. |
| **Staff Development**   1. Willingness to further develop skills and undertake and act on continuing professional development as required by the Headteacher e.g Safeguarding and Child Protection, Manual handling and positioning. Positive and protective handling (Positive Options) administration of emergency medication and emergency aid. 2. Commitment to keeping up to date with current developments in learning and teaching and disseminate information as appropriate. 3. Demonstrate a competent level of ICT skills and be committed to further development as systems develop. |
| **Assessment Recording and Reporting**   1. The teacher is required to maintain clear concise, up to date pupil records in accordance with the schools systems. 2. Keep an up-to-date record of work covered in the form of weekly plans, module plans and schemes of work in their teachers file; 3. Keep personal files maintaining individual educational profiles on each student; 4. Maintain assessment information and ensure assessment tasks are carried out in accordance to schools policy and practice. 5. Write Individual Education Plans (IEPs) on a termly basis and update as required; 6. Write reports and/or assessments as required; 7. Provide the necessary information required for EHCP / Annual Review Reports and implement the recommended actions of those reviews. 8. The teacher will be encouraged to plan and supervise residential opportunities and participate in fund-raising events/social activities whenever possible. 9. The teacher will be responsible for upholding the school’s own policies and those of Surrey County Council. 10. The teacher is responsible to the Headteacher (or Assistant Head Teacher) and is required to promote a positive image of the school at all times. 11. The teacher must be adaptable and willing to undertake any other duties as required by the Headteacher (or Leadership Team) from time to time. |

This job description will be subject to review (by consultation) by the Headteacher as and when required.

The Headteacher reserves the right to make the final decision to any amendment to the job description.

March 2021