

Job Description: Class Teacher
[In conjunction with the Standards of Teachers]



Job Title: Class Teacher

Scale: MPS/UPS + SEN 1

The Class Teacher will:

- Lead a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meets their complex learning and social needs.
- Further develop the curriculum for pupils with complex needs as part of your department team.
- Maintain the positive ethos and core values of the school, both inside and outside the classroom.
- Contribute to constructive team building amongst teaching and non-teaching staff, parents and governors.
- Ensure that the current national conditions of employment for schoolteachers are met.

General Duties:

The Class Teacher will:

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Plan lessons and write short, medium and long term plans appropriate for timetabled classes.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy and anti-bullying policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organization.
- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Keep the Headteacher informed on the progress of individuals and groups and plan appropriate interventions when progress falls below that which is expected.
- Ensure that work is checked, assessed, marked and corrected up to date, as appropriate and in line with the school's agreed policy.
- Identify and teach study skills that will develop pupils' ability to work independently.
- Set work for pupils absent from school.
- Amend Annual EHCP Review paperwork and lead statutory reviews for the children.
- Lead, organise and direct support staff within the classroom.
- Monitor the development needs of support/nursery nurse staff working with the class.

- To plan S.O.W. and Programmes of Study for agreed subject curriculum areas as required.
- Identify and adopt the most effective teaching approaches for pupils with SEND and monitor teaching and learning activities to meet the needs of pupils with SEND including communication techniques and strategies.
- Lead by example, through good classroom practice.
- Keep appropriate and efficient records, integrating formative, diagnostic, evaluative and summative assessment into weekly and termly planning.

Pastoral Care:

- Keep the Headteacher and DSL informed of any safeguarding, physical, emotional or social problem which may influence the provision of suitable care of the child and to ensure that significant information is recorded accurately in line with school policy.
- Have pastoral care of children in the class, taking account as far as is possible, circumstances in and out of school which affect each child.
- Ensure significant information is passed on to relevant staff to ensure the wellbeing of pupils.

Record Keeping and Planning:

- Set challenging targets for each assigned pupil based on previous performance and attainment data.
- Set challenging individual targets with pupils in accordance with school practice and policy.
- Complete the attendance register daily.
- Monitor attendance of individual children and report patterns of absence in line with school policy.
- Complete a termly forecast of work which will be reviewed early in the term by the headteacher or deputy headteacher.
- Ensure such records are available to any replacement teacher who may assume care of the class in the teacher's absence.
- Keep efficient records of children's reading following the recording scheme currently used in school.
- Mark and return work within agreed time span, providing feedback and targets.
- Make all records available to other teachers/Headteacher as required by school policy.
- Ensure that the IEPs are prepared, revised and reviewed for all pupils in the assigned class throughout the year.
- Make all records available to parents of a particular child upon request.
- Keep the forecast file and all records up to date, ensuring that a continuous record of curriculum content/assessment records is passed through school.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly plans.
- Develop understanding of learning needs and the importance of raising achievement among pupils.
- Keep the Headteacher informed on the progress of individuals and groups.

Contact with parents/reporting to parents:

- Organise and attend parent consultation evenings for the assigned class or pupils.
- Discuss with parents/guardians a child's progress and needs, both at formal interviews and also informing when the need arises.
- Prepare and write a report to be given to parents covering the progress on at least an annual basis as required by statutory guidance for pupils with SEND.
- Strengthen the life of the school community by taking part in the activities of the Friends of The Brier School within school hours.
- Report to parents on the development, progress and attainment of pupils.
- Liaise with support services, as necessary.
- Report to parents on the development, progress and attainment of pupils.

Supervisory Responsibilities:

- Undertake supervising duties around the school building and play area during break times and before and after school when children are arriving and leaving the premises in line with directed time.
- Be aware of the agreed procedures to be adopted in the event of fire or accident.

Continuing Professional Development and Performance Management:

- Attend ongoing safeguarding training.
- Demonstrate a commitment to personal professional development.
- Accept involvement in the professional development of colleagues.
- Share in the development and planning of the school's curriculum, by accepting shared responsibility for at least one curriculum area.
- Attend courses relating to SEND.
- Assess individual needs.
- Participate in the teacher's appraisal system for their own performance

Additional Responsibilities:

- Teach classes or groups and carry out duties not on the normal timetable when this is required because of unusual and/or unforeseeable circumstances or the unplanned absence of colleagues only as a last resort.
- Carry out such other duties and responsibilities as may reasonably be allocated by the Headteacher.

Note:

All of the above to be part of agreed Pay and Conditions and within 1265 Directed Hours unless with the express agreement of all parties.

This job description may be amended at any time after discussion with you.

Head Teacher	D Stanton

Prepared by	K Hill
Date	April 2025
Employee Signature	