Job Description: Class Teacher

Job Title: **Class Teacher**
Salary: **M1-6 + SEN1**
Hours: **Full Time**
Contract: **Permanent**
Reporting to: **Headteacher**

The Class Teacher will:

- Lead a class of pupils, ensuring that planning, preparation, assessment, and reporting fully address their complex learning and social needs.
- Contribute to the development of the curriculum for pupils with complex needs as part of the departmental team.
- Uphold and promote the positive ethos and core values of the school, both within and beyond the classroom.
- Foster constructive team building among teaching and non-teaching staff, parents, and governors.
- Ensure compliance with the current national conditions of employment for School Teachers.

General Duties:

- Implement agreed school policies and guidelines.
- Support initiatives led by the Headteacher and staff.
- Plan and differentiate lessons to meet the diverse needs of all pupils.
- Prepare short, medium, and long-term plans appropriate for timetabled classes.
- Set clear, challenging targets for pupils based on prior attainment.
- Create a stimulating classroom environment with accessible resources for all pupils.
- Maintain good order and discipline in line with the school's behaviour and anti-bullying policies.
- Participate in meetings related to school management, curriculum, administration, or organisation.
- Liaise and cooperate with external specialists and agencies.
- Lead, organise, and direct support staff within the classroom, monitoring their development needs.
- Keep the Headteacher informed of pupil progress and plan interventions where necessary.
- Ensure work is marked, assessed, and corrected in accordance with school policy.
- Teach and reinforce study skills to promote independent learning.
- Set appropriate work for pupils absent from school.
- Amend and lead statutory reviews for EHCPs, ensuring all paperwork is up to date.
- Plan schemes of work and programmes of study for assigned curriculum areas.
- Identify and implement the most effective teaching approaches for pupils with SEND, including communication strategies.
- Lead by example through exemplary classroom practice.
- Maintain accurate and efficient records, integrating assessment into weekly and termly planning.

Pastoral Care:

- Keep the Headteacher and Designated Safeguarding Lead informed of any safeguarding, physical, emotional, or social concerns, ensuring accurate record-keeping in line with school policy.
- Provide pastoral care for pupils, considering circumstances both in and out of school that may affect their wellbeing.
- Share significant information with relevant staff to support pupil welfare.

Record Keeping and Planning:

- Set and review challenging targets for each pupil, based on prior performance and attainment data.
- Complete the attendance register daily and monitor attendance, reporting concerns as per school policy.
- Prepare termly forecasts of work for review by senior leadership.
- Ensure records are available for any replacement teacher as needed.
- Maintain up-to-date records of pupils' reading and progress.
- Mark and return work promptly, providing constructive feedback and targets.
- Prepare, revise, and review IEPs for all pupils in the assigned class.
- Make records available to parents and staff as required.
- Maintain a continuous record of curriculum content and assessment.
- Develop an understanding of learning needs and the importance of raising achievement.
- Keep the Headteacher informed of the progress of individuals and groups.

Communication with Parents:

- Organise and attend parent consultation evenings for the assigned class.
- Discuss pupil progress and needs with parents/guardians, both formally and as required.
- Prepare annual reports for parents in line with statutory guidance for pupils with SEND.
- Support the school community by participating in activities organised by the Friends of The Brier School.
- Liaise with support services as necessary.

Supervisory Responsibilities:

- Undertake supervision duties around the school and play areas during break times and at the start and end of the school day, in line with directed time.
- Be familiar with procedures for fire or accidents.

Professional Development and Performance Management:

- Attend ongoing safeguarding training.
- Demonstrate a commitment to personal professional development and contribute to the development of colleagues.
- Share responsibility for the development and planning of at least one curriculum area.
- Attend relevant courses, particularly those relating to SEND.
- Participate in the school's appraisal system.

Additional Responsibilities:

- Teach classes or groups and undertake duties outside the normal timetable as required in exceptional circumstances.
- Carry out any other reasonable duties as directed by the Headteacher.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Class Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.