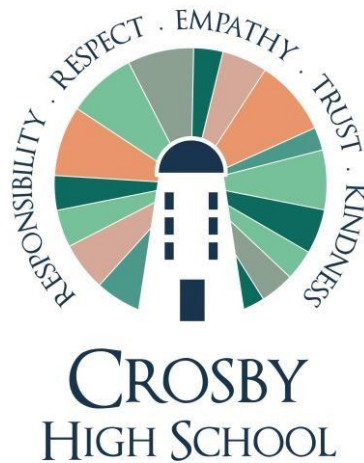




Crosby High School

Job Description: Class Teacher + 1 SEN

Job Title: Class Teacher

Post Purpose: Under the reasonable direction of the Headteacher, to carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Teachers Standards

To fulfil the Professional Standards for Teacher (Core), in the context of being a class based teacher and as a form tutor as part of a Key Stage team.

To take responsibility for a class of children determined on an annual basis by the Headteacher, ensuring that planning, preparation, recording, assessment and reporting meet their varying complex learning and social needs.

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to co-ordinate a designated curriculum area as appropriate.

To monitor and support the overall progress and development of students as a teacher and as a form tutor including personal development and well being.

To facilitate and encourage a learning experiences which provide students with the opportunity to achieve their individual potential.

To contribute to raising standards of student progress and attainment.

To share and support the school's responsibility to provide and monitor opportunities for personal well being as well as and academic growth.

To maintain the positive ethos and core values of the school, both inside and outside the classroom;

To promote the school's mission statement 'At Crosby High we LEAP (Learn, Enjoy, Achieve, Progress) together.

To contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;

Responsible to: The Headteacher and the Governing Body of the school
A named line manager, member of the Leadership team.

Responsible for: The provision of a full and rich learning experience for the class The smooth running of the class.
A form group
Subject leadership in one area.

Working Time: 195 days / 1265 hours per year (Full time, or Part-time equivalent)

Liaising with: Headteacher, Senior Leadership team, Leadership team, Teachers and Associate staff, parents/carers, Governors, LA representatives and external agencies

Working Time: Full time as specified within the STPCD

Salary/Grade: Main Scale + 1 SEN

Disclosure level Enhanced

GENERAL PROFESSIONAL DUTIES

Teaching, according to pupils' individual learning needs, including the preparation of I.E.P.s and differentiated learning tasks. Being able to set clear targets, based on prior attainment, for pupils' learning;

Producing Medium Term (Schemes of Work) and Short Term (weekly/daily) plans in line with school policy. Planning should be made available on the shared drive by the end of the first week of each half term. Plan appropriately to meet the needs of all pupils, through differentiation of tasks;

- 1.3 Assessing, recording, and reporting on the progress of pupils and reporting progress to parents and stakeholders via Termly reports, Annual Progress Report and attendance at Parents' Evenings. To be accountable for the progress made by pupils within the lessons they teach.
- 1.4 Preparing information for and attend EHCP Reviews and multi- agency meetings for each pupil as required.
- 1.5 Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- 1.6 Report to parents/carers on the development, progress and attainment of pupils;
- 1.7 Communicating and consulting with parents/carers of pupils and liaising with other professionals and outside agencies for the benefit of pupils assigned.
- 1.8 Participating in and contributing to regular meetings arranged for the purpose of:
 - a) Staff information and discussion
 - b) Curriculum Development
 - c) School improvement
 - d) School Self Evaluation Form (SEF)
- 1.9 Participating in INSET and other training activities and commitment to continuing professional development and the development of the school.
- 1.10 Co-operating with the Headteacher, Senior Leadership Team and other Teachers on the preparation and development of lessons, activities, teaching materials, teaching programmes, methods of teaching, assessment, differentiation of work and pastoral arrangements.
- 1.11 Maintaining good order and discipline amongst pupils working in line with the school's behaviour policy and procedures. Safeguarding the health and safety of pupils both on school premises and when engaged in authorised activities elsewhere, by evaluating the activity and preparing Risk Assessments.

- 1.12 Mark and provide written and oral feedback on pupils' work in line with the school marking policy.
- 1.13 To set, mark and provide feedback of homework in line with the school's Homework Policy.
- 1.14 Co-ordinate and manage the work of the classroom support and work of volunteers. Lead, organise and direct support staff.
- 1.15 Participate in organisational tasks such as described previously, including:
- Registering attendance of pupils
 - Attending assemblies
 - Break supervision
 - Supervision of bus groups
 - Ordering of equipment for subjects taught - authorised by Subject Specialist, (system of internal requisition placement to remain as previously agreed)
- 1.16 Ensure that their classroom is a tidy and effective teaching base, a positive learning environment which promotes a positive learning ethos and adheres to the school's Health and Safety Policy.
- 1.17 Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- 1.18 Maintain professional relationships with other staff and services and maintain high levels of personal conduct in line with local and national codes of conduct.
- 1.19 Interact on a professional basis with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of areas of the school curriculum and other matters, with the aim of improving the quality of teaching and learning throughout the school. Communicate and co-operate with specialists from outside agencies.
- 1.20 Implement agreed school policies and guidelines and follow the requirements of the School Handbook;
- 1.21 Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- 1.22 Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;
- 1.23 Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- 1.24 Make effective use of ICT to enhance learning and teaching
- 1.25 Participate in the performance management system for the appraisal of your own performance;
- 1.26 Support initiatives decided by the Headteacher and staff;

1.27 Carry out other duties that the Headteacher may from time to time ask the postholder to perform.

Name of Post holder:

Date :

Signature of Post holder:

Signature of Headteacher.....

Person Specification

Post Title: Class teacher

	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified teacher status either in the UK or if not in own country combined with a desire to achieve English QTS	✓	
Experience		
Will have had experience of teaching in a primary school setting		✓
Will have had experience of teaching in a special school setting		✓
Professional Knowledge and Understanding		
Must have a sound knowledge of the National Curriculum Orders for all the subjects for both Key Stage 3 and 4	✓	
A sound knowledge and understanding of the Foundation Stage Curriculum		✓
An understanding of curriculum and pedagogical issues relating to learning and teaching,	✓	
Familiarity with progress data	✓	

Understanding of and commitment to the school policies, in particular: • Participation and implementation of the School Behaviour Policy • Awareness of Health and Safety implementation in the work place • Implementation of the school Equal Opportunities Policy	✓	
Must understand what constitutes good practice and support for learners with SEND	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with EAL and SEN	✓	
Familiarity with writing and delivering effective Individual Education Plans for pupils with SEN		✓
Professional Skills and Abilities		
A teacher with sound Literacy, Numeracy and ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of Literacy, Numeracy and ICT across the curriculum to enhance learning and teaching/ pupil progress	✓	
Must be able to plan lessons for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future planning	✓	
Ability to plan and work collaboratively with colleagues	✓	
Personal Qualities		
Must be willing and enjoy engaging parents/ carers in order to encourage their close involvement in the education of their children	✓	
A teacher with a flexible approach to work who enjoys being a good team member	✓	

Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	