



Beaufort School Class Teacher

Job title: Teacher

Salary: MPS + 1 SEN allowance

Responsible to: Executive Head Teacher

Working Time and status: Full time (195 days - 1265hrs)

Job Purpose

- To be responsible for the education and welfare of a designated class of learners as directed by the Executive Head Teacher, and to teach other groups/classes in the school as reasonably requested, in accordance with the relevant paragraphs of the current School Teachers' Pay and Conditions Document.
- To work as a member of the school team, within a multidisciplinary framework and in partnership with parents and other professionals to assess, teach and support the learners in the school who experience severe and complex learning difficulties.
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment.
- To have whole school responsibility as a Curriculum Team Leader (CTL) for an area of the curriculum.

Professional Duties

Teaching

- 1 To have regard for the curriculum for the school with a view to promoting the development of the abilities of the learners in any class or group assigned to him/her.
- 2 Plan and prepare lessons
- 3 Teach, according to their educational needs, the learners assigned to him/her.
- 4 Assess, record and report on the development, progress, personal and social needs and achievement of learners

Other activities

- 1 Promote the general progress and well-being of individual learners and of any class or group of learners assigned to him/her
- 2 Communicate and consult, in accordance with Local Authority guidelines, with parents & carers of learners
- 3 Communicate and co-operate with persons or bodies outside the school
- 4 Participate in meetings arranged for any of the purposes described above

Assessments and reports

- 1 Provide or contribute to oral and written assessments, reports and references relating to individual learners and groups of learners

Appraisal

- 1 Participate in arrangements made in accordance with Performance Management regulations (September 2007) for the appraisal of his/her performance and that of other teachers

Review, Induction, further training and development

- 1 Review from time to time his/her methods of teaching and programmes of work
- 2 Participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or statements
- 3 In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for his/her supervision and training

Educational methods

- 1 Advise and co-operate with the Executive Head Teacher and other teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

Discipline, Health and Safety

- 1 Maintain good order and discipline among the learners and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- 1 Participate in meetings at the school which relate to the curriculum for the school, professional development or the administration or organisation of the school, including pastoral arrangements

Cover

- 1 Subject to paragraph 76.9.2 of STP&CD, supervising and so far as practicable teaching any learners whose teacher is not available to teach them.

Management

- 1 Where applicable, contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations
- 2 Co-ordinate or manage the work of other staff
- 3 Take such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Administration

- 1 Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school
- 2 Attend assemblies, register the attendance of learners and supervise learners, whether these duties are to be performed before, during or after school sessions
- 3 Undertake any other duties appropriate to the post which may be required from time to time by the Executive Head Teacher or in their absence the Head of School

Specific Duties and responsibilities

- 1 This Job Description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out, although the duties listed will qualify for non contact time for Preparation, Planning and Assessment (PPA)
- 2 If you are an NQT, time for induction and training will be negotiated with you
- 3 To work in accordance with 1988 Education Act and more recent legislation with particular reference to Health and Safety requirements and LA Policy and advice
- 4 Supervise and monitor learners' behaviour both in lessons and in the playground, consistent with agreed policies of the school
- 5 To be familiar with the Fire Drill and evacuation procedures and school medical routines and responsibilities.
- 6 To report all accidents/incidents through agreed procedures, ensuring consultation with the Leadership team and parents and carers, when appropriate.
- 7 To accompany a staff member and injured child, who requires urgent medical attention (if necessary).
- 8 To support the school in meeting its legal requirements for collective worship, including attendance at assemblies (unless a dispensation has been granted).
- 9 To liaise and maintain good relationships with parents and carers and to offer help and support as required.
- 10 To be aware of Child Protection issues and the need for confidentiality and to identify to the designated teacher for Child Protection any concerns in respect of individual children.
- 11 To take part in the school routines for Performance Management and Continuing Professional Development and to be responsible for your

- own Professional Portfolio, in line with the Policies and Code of Practice for the School with regard to Performance Management, Recruitment and retention of staff, Staff Discipline and Pay.
- 12 Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

Line management responsibility

- 1 Responsible to the Executive Head Teacher and in their absence the Head of School
- 2 Responsible for the supervision and direction of all those providing support in the classroom, including Teaching Assistants, Students and Volunteers.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the current School Teachers' Pay and Conditions Document and subsequent or additional orders in terms of duties and working time and any local agreements, LA circulars and guidelines.

Review and Amendment

This job description is subject to annual review. It may be amended at the request of the Executive Head Teacher or the Post Holder but only after full consultation with the post holder.

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances.

It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

Any such further reasonable direction to you, not covered above, will be the responsibility of the Executive Head Teacher or their delegated authority.

Date of review:

Signed:

Teacher

Signed:

Executive Head Teacher

Reviewed May 2019