

## **The Link Primary School Job Description: Class Teacher**

<b>POST TITLE:</b>	Class Teacher
<b>LOCATION:</b>	The Link Primary School
<b>REPORTS TO:</b>	Head teacher, The Link Primary School

### **Job Purpose**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively and takes responsibility for their own professional development.

### **Main Responsibilities**

#### **General Duties:**

- Teaching effectively within the age range 4-12.

#### **Specific Duties:**

- Planning and preparing programmes of work, which are appropriate for pupils with language and communication difficulties, reflect pre-key stage standards and National Curriculum requirements, which encourage pupil involvement and understanding.
- Providing a stimulating classroom environment appropriate to the age and needs of the pupils.
- Assessing and recording the development, progress and attainment of each pupil to agreed criteria so that future planning can be structured appropriately.
- Participating in National Curriculum testing as necessary.

- Communicating, consulting and co-operating as appropriate, with: -
  1. Parents, or those with parental responsibility, including fostering home school links.
  2. Outside agencies and other professionals
  3. Work collaboratively with Speech and Language and Occupational Therapists
- Write reports, including annual reviews and IEPs and attend parents' meetings as required.
- Take an active part in whole school development by contributing to and participating in INSET.
- Participate in the formulation of whole school policies.

### **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying different ways that they can be taught and assessed;
- Planning and preparing programmes of work, which are appropriate for pupils with language and communication difficulties and which encourage pupil engagement and understanding.
- setting tasks which challenge pupils and ensure high levels of engagement;
- setting appropriate and challenging expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for pupils' individual academic, social and emotional needs.
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of the school curriculum.
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;

## **Monitoring, Assessment, Recording, Reporting**

- assess how well learning programmes have been achieved and use them to improve specific aspects of teaching and learning;
- mark and monitor pupils' work and set targets for progress in line with the school's marking policy;
- assess and record pupils' progress systematically in order to identify pupils in need of more challenge and those who require accelerated progress to be made;
- undertake assessment of pupils as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents and outside agencies;
- work closely with the class and school team to contribute to effective joint working.

## **Curriculum Development**

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or maintenance.

## **Pastoral Duties**

- promote the general progress and well-being of individual pupils and if the Year Group as a whole;
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system;
- register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of individual plans and other reports;
- alert appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents, other staff and outside agencies about the welfare of individual pupils;
- In addition to carry out any other duties as reasonably required by the Headteacher.

## Other Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and pupils;
- contribute to the ethos of the school and trust through effective participation in meetings and management systems;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- Take an active part in any residential school visits.
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors and trustees;
- and, in addition, to carry out any reasonable requests made by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually in line with the Appraisal process.

Signed:

Name:

Dated:

## **The Link Primary School**

### **Job Specification: Class Teacher**

**POST TITLE:** Class Teacher

**LOCATION:** The Link Primary School

**REPORTS TO:** Head teacher, The Link Primary School

<b>Education</b>	
Qualified Teacher Status	E
Experience and/or qualifications in SEN/and or ASD education	D
<b>Experience</b>	
Experience as class teacher in a special school	D
Experience of working with children with complex autism	D
Experience of working with children with special education needs	E
<b>Skills and Abilities</b>	
Ability to set high expectations which inspire, motivate and challenge pupils	E
Ability to teach primary age children effectively	E
Knowledge of programmes designated to help children with ASD and/or speech and language difficulties	D
Ability to promote good progress and outcomes by pupils	E
Ability to prepare appropriate schemes of work	E
Ability to organise an efficient and effective classroom for children with language and communication difficulties	D
Ability to assess and record the progress and attainment of each pupil	E
Ability to formulate and implement individual programmes of study	E
Ability to demonstrate good subject and curriculum knowledge	E
Ability to plan and teach well-structured lessons	E
Ability to adapt teaching to respond to the strengths and needs of all pupils	E
Ability to make accurate and productive use of assessment	E
Ability to manage behaviour effectively to ensure a good and safe learning environment	E
Ability to fulfil wider professional responsibilities	E
Ability to communicate and work effectively in a multi-disciplinary school team including parents/guardians and other external agencies	E
Ability to demonstrate an effective level of ICT skills	E
Ability to incorporate ICT within planning and teaching	E

Ability to deploy Support Assistants effectively	E
A sound knowledge and practice of equal opportunities	E
Ability to organise and deliver INSET as appropriate	D
An understanding of Safeguarding practice within a school environment	E
Ability to reflect upon practice and take ownership of continuing professional development	E
A sound knowledge of equal opportunities within a school environment	E

**D = desirable attribute E = essential attribute**

The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment for living and learning and hence enhance the ethos of the school. Candidates are asked to address as many of the person specifications as possible in their application.