



## **Hatton School & Special Needs Centre**

Roding Lane South, Woodford Green, Essex, IG8 8EU

Tel: 020 8551 4131, e-mail: [admin@hattonsspecialschool.co.uk](mailto:admin@hattonsspecialschool.co.uk), website: [www.hattonsspecialschool.co.uk](http://www.hattonsspecialschool.co.uk)

Headteacher: Mrs Adrienne Wright

**‘PROUD of the Hatton Way; LEARNING, GROWING, ACHIEVING TOGETHER’**

### **JOB DESCRIPTION**

<b>Post Held :</b>	<b>Class Teacher</b>	<b>Postholder:</b>
<b>Salary Scale:</b>	<b>MS/UPS + 1 SEN point</b>	<b>F.T.E: 1.0</b>
<b>Reports to :</b>	<b>Team Leader</b>	
<b>Responsible for:</b>	<b>Classroom Assistants</b>	

A class teacher will have responsibility for the education and welfare of a group of pupils in accordance with the provision of the current School Teachers' Pay and Conditions Document, having due regard for the requirements of the National Curriculum, the wider curriculum, the school's ethos, aims and objectives, and any required policies of the Governing Body.

#### **Main Professional Duties**

- To teach a class group of pupils with a range of complex learning needs.
- To ensure that all pupils are offered a broad, balanced and appropriate curriculum in accordance with the school's Curriculum Policy.
- To plan and complete individual education plans, keeping day to day records, and reviewing pupil progress in relation to stated educational targets in line with the school's policies and procedures.
- To prepare reports for Annual Review, termly summaries and assessment purposes, and to maintain an individual pupil file in their class.
- To adhere to school guidelines and requirements relating to planning, record keeping, assessment and reporting.
- To have a general responsibility for the well-being of pupils and refer to their team leader in matters of concern.
- To provide a stimulating, appropriate and welcoming classroom environment.

- To organise and maintain classroom and school resources and equipment.
- To work in partnership with learning support assistants, directing and supporting their duties, preparing their work timetables, and ensuring that they have appropriate understanding of each pupil's needs and of the teaching programmes and methods in place.
- To be included in playground duties as required.
- To promote the school's commitment to pupil participation in all aspects of their school life.
- To encourage and welcome contact with parents and carers, endeavouring to ensure that such relationships are supportive, informative and helpful to them.
- To work in partnership with colleagues, team members, other professionals and agencies.
- To participate in staff meetings and school based inset.
- To attend relevant training courses and share knowledge gained with members of the staff team as appropriate.
- To participate in the Statutory Performance Management arrangements.
- To contribute to the production and implementation of the School Development and Improvement Plan.
- To promote the use of alternative methods of communication within the classroom and specialist strategies, ensuring that support staff are aware of this requirement and helped to gain the relevant skill.
- To maintain good order and a proper level of behaviour management in their classroom and adhere to all Health & Safety rules and procedures.
- To be prepared to work in any area of the school.
- To undertake other reasonable duties as may be directed by the Headteacher.