

JOB DESCRIPTION

Name:

Position: **Teacher**

Line Manager:

Main Areas of Responsibility: **Negotiable**

Class Teacher Responsibilities:

1. To ensure the welfare / health and safety of all pupils in the school. This may involve liaising with other professionals and support agencies.
 2. To observe school, LEA and general procedures and regulations in respect of Health and Safety.
 3. To deliver a broad, balanced and differentiated curriculum based on the National Curriculum, Post 16 curriculum and school curriculum as appropriate.
 4. To devise, implement, review and monitor IEP's for class pupils and to communicate contents to parents.
 5. To monitor and review progress and to keep accurate assessment records as per policy.
 6. To complete all necessary documentation by deadlines given.
 7. To monitor attendance patterns of pupils and work towards maximising attendance.
 8. To provide behaviour support in line with school policy.
 9. To promote and monitor the personal and social development of the pupils.
 10. To encourage pupils to develop positive self images and promote high self esteem.
 11. To implement all school policies.
 12. To maintain positive home/school links.
 13. To monitor pupils and report all child protection concerns to the Child Protection designated teacher.
 14. To work in partnership with classroom support staff, involving them in planning and evaluation in line with the school code of conduct.
 15. To liaise with other professionals.
 16. To inform other teacher and support workers of any factors affecting a pupils learning.
 17. To facilitate any transition within or outside school.
 18. To attend all school meetings as required.
 19. To undertake any other task required by the Headteacher that is reasonable and possible within directed time.
 20. Undertake professional development opportunities.
 21. To undertake work related to the school's status as a National Support School, including work in other settings as required.
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Subject Co-ordination / Faculty Responsibilities:

1. To produce (in consultation), and circulate basic documentation including policies and scheme of work.
2. To ensure that the aims, principles and practices are based on pupils needs and with regard for national guidelines
3. To monitor continuity, progression, standards and assessments in faculty areas and ensure that appropriate means of moderating judgements are developed.
4. To prepare an annual subject development plan including a spending plan.
5. To stay abreast of current developments, maintain training and skills and to provide advice and support to help other staff maintain such standards.
6. To identify school training needs.
7. To ensure resources are of a high standard and sufficient for school needs.
8. To consult with LA Inspectors and advisers and seek regional advice if necessary.
9. To contribute to the School Development Plan.

Senior Management Team Responsibilities: NONE

Signed:

Signed:

Date:

Review Date:

This job description should be read in conjunction with the current School Teachers Pay and conditions Document.

Following consultations the areas of curriculum responsibilities and the specified class group may be changed depending on the needs of the school.