



## Ivel Valley School and College

### Class Teacher Job Description

**Type of Workplace:** Special School

**Responsible to:** Assistant Head Teacher

**Job Purpose:** To be responsible for the teaching and management of a class of pupils in this all age school in accordance with Teachers' Standards 2014.

Our pupils have a range of complex learning needs including sensory, behavioural and physical impairment.

Each class has a support staff team usually consisting of Level 2 and Level 3 teaching assistants. Teachers are deployed as appropriate throughout the school including the satellite classes.

#### Specific responsibilities:

1. To be responsible to the Principal for the overall leadership of the class
2. To ensure that all pupils in the class are provided with an appropriate education, which is broad, balanced and relevant to their learning needs.
3. To manage other staff in the classroom as team leader, ensuring all staff time is used effectively and efficiently.
4. To plan and deliver all curriculum subjects
5. To plan, in conjunction with the support staff, the Individual Education Programmes (IEP's) for all pupils in the class
6. To carefully analyse and record work and observations of pupil responses
7. To assess each pupil's performance regularly in accordance with the school assessment systems and policies
8. To use prior assessment to inform future planning
9. To write reports for individual pupils' annual reviews and annual reports
10. To liaise closely with colleagues and subject leaders in short, medium and, long-term planning



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11. To liaise with parents and carers e.g. using the home/school diaries
12. To maintain respect and confidentiality in all matters relating to pupils and their families
13. To liaise effectively with the multi-professional team (school nursing team, SALT, physiotherapist, music therapist, multi-sensory advisory team, educational psychologist) in order to ensure pupils receive the best possible education and care
14. To regularly attend teachers' meetings and whole staff meetings
15. To schedule and lead meetings with the whole class staff that are focussed on the needs of pupils.
16. To attend and participate in whole school INSET
17. To attend courses (as agreed with the CPD Leader) for continuing professional development related to school improvement
18. To participate in and contribute to appraisal processes
19. To contribute to school improvement as a member of the staff team and where appropriate
20. To contribute to the broader life of the school, including to parent/school events (as part of directed time)
21. To take responsibility, within the job role at all times, for the health and safety of self, pupils and colleagues
22. To be committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment
23. To be responsible for the strategic direction, development and monitoring of a subject (subject open to negotiation)
24. To promote high standards of teaching and learning within the subject
25. To lead staff in issues related to the subject
26. To undertake responsibility for the development and deployment of subject resources including budget
27. To undertake any other duties of a similar level and responsibility as may be required by the Principal