

Oak Learning Trust

**Job Description - Class Teacher
(MPS1 – MPS6 and SEND allowance)**

Name:	
Responsible to:	Pathway Lead/Deputy Head Teacher/Head Teacher
Responsibilities	Class Teacher

General	<ul style="list-style-type: none"> To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions documents relating to the Conditions of Employment of Teachers. To follow procedures that are in place to keep children and young people safe.
Class Teacher	<p><u>Teaching and Assessment</u></p> <ul style="list-style-type: none"> To teach children according to the curriculum pathway and policies of the school. To provide a clear structure and sequence of lessons which maintain pace and motivation for children. To plan teaching (long term, medium term and weekly) to achieve progression in children’s learning by identifying clear teaching objectives, setting tasks and targets which are clear and challenge pupils. To ensure that EHCP outcomes are addressed, planned for and reviewed. To liaise with parents/carers and outside agencies when required. To deliver lessons that ensure teaching and learning is at least consistently good. To adapt activities to meet all children’s needs. To use the outdoor learning environment in all areas of the curriculum. To plan and organise at least one educational visit or visitor each half term. To assess children’s work effectively and regularly during and after lessons. To maintain continuity and progression in all areas of the curriculum by using on-going teacher assessment and other format assessments where appropriate. To up-date school curriculum, class and individual assessment record sheets, in a timely manner. <p><u>Working together</u></p> <ul style="list-style-type: none"> To liaise with colleagues about planning and organisation. To liaise with other pathway leads in the school to ensure a whole school approach to all aspects of school life. To establish positive and effective relationships with children and their families to develop the school as a caring environment and to maximise their learning potential. To establish links with the community to enable children to learn from direct experience. To share, through appropriate school procedures, all concerns regarding children or adults. <p><u>Pastoral</u></p> <ul style="list-style-type: none"> To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis. To share responsibility for implementation of the school’s behaviour policy across the whole school at all times. To identify children causing concern and those with low incidence, high cost needs and to inform the Head Teacher/Deputy Head Teacher. To liaise with the outside agencies, when appropriate.

	<ul style="list-style-type: none"> • To act as a positive role-model to the children in behaviour, presentation and attitude. • Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the pupils EHCP or care plan. • Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEND Code of Practice or the particular needs of each pupil. • To have a positive, proactive approach to school and teaching. • Taking the lead in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils in your class. • Liaising with educational and health specialists, and outside agencies as required. • Supporting the senior management team in deployment and/or mentoring of TAs. • Contributing to the whole school's self-evaluation process. <p><u>Professional Development</u></p> <ul style="list-style-type: none"> • To take an active role in Continuing Professional Development to ensure that you keep up-to-date with current initiatives. • Attend appropriate in-service courses and report back to colleagues. • To participate in CPD as appropriate with whole staff or groups of staff linked to responsibilities and needs in school.
<p>Curriculum Responsibilities</p>	<p><u>Curriculum Responsibilities</u></p> <ul style="list-style-type: none"> • To use and adapt the appropriate pathway curriculum, the pupil's EHCP and other relevant documentation within the school to ensure that each pupil's educational provision meets their individual needs. • To ensure there is a balanced and relevant curriculum, in line with the school's policies. • To develop and maintain engaging and excellent learning and teaching across all aspects of the curriculum. • To teach, systematic synthetic phonics, following the school's preferred scheme. • To self-assess, monitor and evaluate the standards of teaching and learning and pupil progress in your class acting quickly to address concerns, seeking advice where appropriate. • To attend CPD, support and coaching sessions to develop your teaching skills based on areas of development identified in observations. • Report around provision and objectives laid out in a pupil's EHCP at annual reviews in line with the SEND Code of Practice 2014.
<p>General Requirements</p>	<ul style="list-style-type: none"> • Attending and participating in training and development activities as required. • Participating in schemes of assessment, professional development and review. • Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies. • Being an effective role model for the standards of behaviour expected of pupils. • Having due regard to confidentiality, health and safety, other statutory requirements and the policies of the governing body and the local education authority. • To have a positive approach and attitude to the school and learning. • To keep up-to-date with school, LA and national safeguarding guidelines and guidance • To follow the school's child protection policies to ensure the safeguarding and wellbeing of pupils.
<p>Professional Values and Practices</p>	<ul style="list-style-type: none"> • Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to meeting their needs. • Treating pupils consistently with respect and consideration and being concerned with their development as learners.

	<ul style="list-style-type: none"> • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following school policies and procedures.
Liaison	<ul style="list-style-type: none"> • Building and maintaining, positive relationships with parents/carers, local schools and the local community. • To work cooperatively and collegiately with colleagues in school and across the Trust to ensure the best possible progress and attainment for pupils in your pathway. • To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential. • To liaise with professional agencies in requesting support for individual pupils. • To establish relationships with professionals involved in supporting with the assessment and identification of children's needs. • Contribute to reviews of pupils' EHCPs, engaging with multi-disciplinary professionals in order to ensure individual pupils needs are met effectively.
Other	<ul style="list-style-type: none"> • To comply with the Trust's policies and procedures and to ensure others do too. • To comply with health and safety policy and systems, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. • These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Chief Executive Officer and the Trust may determine from time-to-time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

Head of School/Head Teacher

Post Holder

Date

Date

This job description will be reviewed annually or earlier if required.