

Job Description Senior Class Teacher

Job Title:	Senior Class Teacher
Salary Arrangements:	Upper Pay + SEN Allowance
Responsible to:	Principal
Responsible for:	The pupils in your charge, all pupils in school, Class Teachers, Teaching Assistants, and Liaison with Multi Professional team working both in and outside of school.
Important relationships:	Principal, Senior Leadership Team, pupils and parents, other members of the teaching and non-teaching staff, the Governing Body, other professionals especially with reference to therapies, communication aids, Social Care, specialist IT.

Job Summary

The Senior Class Teacher supports the Principal in providing vision, leadership and direction for the school. To support the Principal in providing professional leadership which secures the school's success and ensuring high quality teaching and learning. To be responsible for the education and welfare of designated classes or groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the school's aims, objectives and schemes of work, and school policies and to fulfil the 'Professional Standards' for Teachers in England. To share in the corporate responsibility for the wellbeing and pastoral care of all pupils. To carry out any reasonable instructions given by the Principal or Senior Leadership Team.

Principle Duties and Responsibilities

1) Leadership and Management

- 1.1 To play a major role, under the direction of the Principal, in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved,

managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

- 1.2 Undertake the professional duties of the Principal and deputise in the event of absence from the school.
- 1.3 In partnership with the Principal, provide professional leadership and management of teaching and learning throughout the school.
- 1.4 Support the Principal in developing a coherent and accurate account of the school's performance to stakeholders.
- 1.5 Promote best practice in inclusion across the school.
- 1.6 Work as a member of the wider school team, planning co-operatively, sharing information, ideas and expertise.
- 1.7 Consult and plan with multi-agency colleagues.
- 1.8 Establish and promote good relationships with parents and carers to improve pupils' learning and development ensuring co-productive approaches.
- 1.9 Effectively deploy staff working to support pupil progress and promote independence.
- 1.10 Working with the Principal to ensure that access arrangements for national tests and examinations are in place for pupils who can access them.
- 1.11 Ensure that access arrangements to mainstream integration opportunities are in place where appropriate.
- 1.12 Provide performance management for staff in line with school policy.

2) Management of Learning, Teaching and Resources

- 2.1 Have clear intentions for children's learning and to use knowledge of school policy and National Curriculum requirements to plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- 2.2 Use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.
- 2.3 Use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place.
- 2.4 Organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- 2.5 Ensure that resources are organised and readily available to promote learning.

3) Management of People and Pupils

- 3.1 Support behaviour taking into account the personal, social and emotional needs of pupils.
- 3.2 Establish and maintain a positive regard towards both pupils and staff.
- 3.3 Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- 3.4 Consult and plan with multi-agency colleagues, as appropriate.
- 3.5 Establish good relationships with parents and carers to promote pupils' learning and development.

4) Evaluation and Quality

- 4.1 Consistently and accurately assess pupils' **attainment** in English, maths and science
- 4.2 Monitor and assess pupils' work and use assessment data effectively to inform planning and identify individual needs. Use these assessments to set appropriate targets.
- 4.3 Keep effective and in-depth records of pupil progress and report overall **achievement** in lines with school policy and statutory requirements
- 4.4 Write the report for Annual Review and provide high quality video/photo evidence to present at review.
- 4.5 Gather evidence of work for the purposes of moderation.

5) Management and administration

- 5.1 Attend and lead assemblies as required.
- 5.2 Register pupils at the beginning of the morning and afternoon sessions.
- 5.3 Supervise pupils in the playground and at lunch according to the rota.
- 5.4 Attend weekly staff meetings.

6) Professional development

- 5.1 Attend school based in-service training.
- 5.2 Deliver in-service training to colleagues as appropriate.
- 5.3 Take an active part in identifying and working on one's own professional development needs.

7) Whole-school responsibilities

- 6.1 To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the OHCAT and the school's safeguarding policies.
- 6.2 Maintain good order among pupils and safeguard their health and safety.
- 6.3 To follow all school policies, guidelines and procedures.
- 6.4 To contribute to the school improvement planning and school self-evaluation process as appropriate
- 6.5 Offer the pupils an excellent model of good relationships, attitudes and behaviours.
- 6.6 Participate in the performance management process agreed in school, in line with national guidelines.
- 6.7 To play a full and active part in the life of the school.

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General notes

- (1) Job descriptions are to be reviewed annually.
- (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.