



Heltwate School
Class Teacher
Job Description
Sept 2020

Safeguarding Children and Young People

Heltwate School is committed to safeguarding and promoting the welfare of the children and young people in its care and expects all staff and volunteers to share this commitment and adhere to the school's safeguarding policy and procedures.

Main purpose of the role:

To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils with support from teaching staff

To monitor and support the overall progress and development of pupils

To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential

To contribute to raising standards of pupil attainment and behaviour

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Responsible for:

Providing learning experiences and support for pupils

Liaising with:

Senior Leadership Team, teaching/support staff, school representatives, external agencies and parents

1. Operational / Strategic Planning:

- To assist in the teacher development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in curriculum areas and departments
- To contribute to curriculum areas
- To plan and prepare schemes of work and lessons with oversight from teaching staff
- To contribute to the whole school's planning activities

2. Staff Development:

- To take part in staff development programmes by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To support teams in the effective/efficient deployment of Teaching Assistants
- To work as a member of a designated team and to contribute positively to effective working relationships
- To assess the progress of pupils and direct the work of Teaching Assistants in the delivery of educational programmes

3. Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information to the Headteacher
- To complete the relevant documentation to assist in the tracking of pupils
- To track pupil progress and use information to inform teaching and learning

4. Communications:

- To communicate effectively with the parents of students as appropriate
- To co-operate and communicate with other teaching and support staff
- To communicate and co-operate with outside agencies concerned with the welfare of individual pupils.
- To follow agreed policies for communications in the school

5. Health, safety and discipline:

- Promote the safety and well-being of pupils in accordance with the school's Safeguarding and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the school behaviour policy.

6. Teaching:

- To be assigned to a group of pupils
- To teach students according to their educational needs, including the setting and marking of work carried out by the student in the school and elsewhere in liaison with other teaching staff
- To assess, monitor, record and report on the progress, development and attainment of pupils and to keep such records as are required by the Headteacher
- To contribute to written assessments, Individual Education Plans (IEPs), reports and references relating to individual pupils and groups of pupils
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for pupils
- To prepare materials for the day
- To use a variety of delivery methods which will stimulate learning appropriate to pupils' needs and demands of the curriculum
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work
- To mark, grade and give written/verbal and diagnostic feedback as required

7. Additional Duties:

- To play a full part in the life of the school's community, to support its vision and ethos and to be a good role model for all pupils

8. Other Specific Duties:

- To continue own specific professional development as agreed