Job Profile – Class Teacher

Job Context: The Ridgeway School is a large co-educational school, catering for pupils with severe and profound multiple learning difficulties between the ages of 2-19 years. This Job Profile recognises the requirements of the current Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governors of the School.

Title: Class Teacher

Job Purpose: To have responsibility for a class in order to promote effective teaching and learning.

Accountable to: Headteacher, Mr Darryl Morgan

Performance Management by: Leadership & Management Team

Accountable for & Management of: Classroom Support Staff

KEY ACCOUNTABILITIES

Policy & Leadership:
- To follow and implement all school policies

Key Tasks
- Plan and assess pupils’ learning using knowledge of school policies, schemes of work, key skills and National Curriculum requirements for the relevant curriculum areas.
- To notify the Child Protection Officer of any concerns and issues regardless as to whom they may concern.

Management of Teaching and Learning:
To provide for the learning experience of the pupils in the classroom.

Key Tasks
- Use knowledge of school policies and National Curriculum requirements, plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning
- Use relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place.
- Use a variety of suitable teaching and learning styles and communicate clear learning objectives and expectations.
- To manage and lead a curriculum area

Management of Pupils:
To lead and manage work collaboratively with a group of pupils and other adults and colleagues.

Key Tasks
- Plan to manage pupils’ behaviour taking into account the personal, social and emotional needs of pupils.
- Work as a member of a team planning co-operatively, sharing information, ideas and expertise.
- Establish good relationships with parents/carers to promote pupils’ learning and development.
- Responsible for safeguarding and promoting the welfare of the school’s pupils
- Consult and plan with classroom support staff, health team, and outside agencies, as appropriate.

Management of Financial and Physical Resources:
To develop and control financial and physical resources in designated teaching and curriculum areas.

Key Tasks
- Ensure that resources are organised and readily available to promote learning
- Organise and maintain a stimulating working environment appropriate for the range of activities taking place
- Teach pupils to take responsibility for resources and the environment as appropriate.

Evaluation and Quality:
To monitor and evaluate pupils’ learning.

Key Tasks
- Monitor and assess pupils’ work and use assessment to inform planning and to identify individual needs
- Keep record of pupils’ progress and report achievements in line with school policy and statutory requirements.

Administration:
To ensure that administration requirements are fulfilled.

Key Tasks
- Keep records and carry out procedures to satisfy school policies
- Attend Annual Reviews as directed.
- To report to governors i.e. on leadership of a curriculum subject
- Anything else the Headteacher deems reasonable for the effective management of the school and the promotion of pupil learning.