# DESCRIPTION OF PROFESSIONAL DUTIES

**Name:**

**Job Title:** Class Teacher with SEN allowance

**Purpose:**

To provide effective education for pupils through being a Class Teacher and Curriculum Area Subject Leader (dependent upon career stage).

All teachers are subject to the conditions of employment set out annually in the School Teachers’ Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with the requirements for management time, working time, guaranteed planning and preparation time.

**General Duties:**

* To be responsible for the education and welfare of the pupils in your class, in accordance with the current School Teachers’ Pay and Conditions Document, having due regard to the requirements of the National Curriculum, the School’s aims, objectives and schemes of work, and any policies of the School or its Governing Body.
* To share in the corporate responsibility for the well-being, care and behavioural support of all pupils.
* To take on a specific area of the school curriculum and co-ordinate this throughout the school as part of a faculty.
* To contribute towards areas of development within the school, under the guidance of the Headteacher.
* To be aware of all medical conditions and needs of pupils and to seek the advice of the school nurse/Headteacher/Deputy Headteacher should the pupil’s condition give rise for concern.
* To be vigilant in the detection and reporting of any signs of child abuse or neglect and to be constantly alert for pupils who may be at risk.
* To be familiar with the school’s policies and guidelines – in particular – Care and Control, Behaviour support, Moving and Handling and to adhere to the guidelines at all times.
* To be fully aware of Health & Safety / Fire Drill and evacuation procedures.

**Additionally, STPCD requires all teachers to be involved in:**

* Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
* Taking any such part as maybe required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
* Co-ordinating and managing the work of other staff
* Evaluating own performance against ‘The Professional Standards for Teachers’.

**Specific Responsibilities:**

**1. Pupils / Parents / Community:**

1.1 To ensure that the learning needs of all pupils are met effectively.

1.2 To be responsible for the preparation, planning, teaching and reviewing of educational programmes for individuals and groups within your class.

1.3 To be responsible for the recording, reporting and assessing of the work of pupils within your class.

* 1. To effectively manage and co-ordinate the work of any Teaching Assistants assigned to your class, under the overall instruction and guidance of the Headteacher.

1.5 To liaise with other professionals and form good relationships with parents as appropriate to the individual needs of the pupils in your class to establish effective home school communication.

* 1. To manage any budget and / or resources assigned to your class.
  2. To provide a stimulating learning environment.
  3. To provide high quality Blended Learning as appropriate
  4. To support the school’s inclusion policy.
  5. To maintain good order and discipline among pupils and to promote their health & safety during school activities in school and elsewhere.

1.10 To participate in meetings at school, which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements.

**2. Curriculum – as a Subject Leader:** (dependent upon career stage).

2.1. To be the curriculum leader foran area of learning / subject/specialism throughout the school and maintain an overview of teaching and learning to ensure high expectations.

2.2 To advise and liaise with staff on the effective delivery of your curriculum area throughout School, taking account of School, Authority and National policies.

2.3 To develop your curriculum areas throughout School, monitor the relevant recording and assessment procedures and contribute to school improvement planning.

2.4 To develop an up-to-date knowledge of your curriculum area through attending relevant courses, personal reading, discussion with other professionals and disseminating this to staff through school.

2.5 To manage any budget or resources assigned to your curriculum area.

2.6 To disseminate information relating to your curriculum area to other staff in School through formal and informal meetings and written documents.

2.7 To keep the Headteacher and Curriculum Co-ordinator fully informed of your work within your curriculum area.

**3. General:**

3.0 To undertake such other duties and responsibilities as may from time to time be required of a similar character and reflected within the job purpose for the post.

**Responsible to:**

Governors, Headteacher and Education Authority.

Signed: ........................................................................ Date: …………………….