



## Job Description- Class Teacher

<b>Job Title:</b>	Class teacher
<b>Salary Point:</b>	Main Pay Scale + 1 Mandatory Special Needs Allowance.
<b>Main Duties:</b>	To provide effective education for pupils in your charge
<b>Responsible to:</b>	Headteacher, Deputy Headteacher, and Governing Body.

### General Duties:

1. To work within the Teachers' Standards at a level commensurate with your experience
2. To be responsible for the education and welfare of pupils in your class/ group in accordance with the current School Teacher's Pay and Conditions Document, and Mayfield's Teacher Appraisal Policy, having due regard to the requirements of Mayfield's own curriculum, the National Curriculum, and any other relevant schemes of work and policies adopted by the school and the Governing Body.
3. To demonstrate commitment to safeguard and promote the welfare of children and young people and adhere to all agreed policies and practice.
4. To support the development and enhancement of teaching and learning in relation to the school's status as a Specialist School for Communication and Interaction.
5. To provide a well-ordered environment promoting high standards of education, care, well-being and good behaviour for all pupils.
6. To contribute to the promotion and development of Mayfield School within the local community of Chorley and to enhance its standing within the County.
7. To lead and manage a team of staff to support the learning of pupils.

### Specific Responsibilities:

#### Pupils:

8. To be the Class Teacher for a group of pupils with complex learning difficulties within the moderate, severe or profound and multiple learning difficulties range, including pupils on the Autistic Continuum.
9. To manage pupils' behaviour safely and effectively, with particular emphasis on positive strategies as described in the school's policies on behaviour management and care and control, with a particular emphasis on developing behaviour for learning.
10. To be responsible for the planning, delivery and evaluation of the appropriate educational programmes for the pupils in your charge taking into account their age, ethnic origins and their level of ability.
11. To be aware of and respond to, as required, the physical and medical needs of pupils.
12. To be responsible for the recording of pupil achievement in accordance with the school's Policy. This includes contributing to the education health and care plan reviews, annual assessments and planning where required.





13. To keep up to date with your knowledge of other whole school policies which may affect the education and welfare of the pupils in your charge. These may include child protection issues and policies relating to moving and handling and other Health and Safety issues.
14. To manage any budget allocated to your classroom and curriculum area, including keeping records of allocated income and expenditure.

**Curriculum:**

15. To be responsible for leading and managing a specified area of learning within the school.
16. To advise and liaise with staff within school on the effective delivery of your taking in to account Mayfield and DfE priorities.
17. To develop and update, when necessary, the policy documentation linked with your area.
18. To keep abreast of changes and developments in your subject through attending courses, reading relevant literature, meeting with colleagues from other schools and visiting other establishments.
19. To manage effectively your budget share for your area of learning
20. To manage and monitor the effective use of resources designated to your area.
21. To identify and plan for the acquisition of resources needed for the development of your area.
22. To prepare any development or spending plans and to submit these in time for inclusion in the planning for the School Development Plan (usually in the Spring term).
23. To keep the Headteacher and Deputy or member of the Leadership and Management team fully aware of any other developments or requirements in your area.
24. To assist with the delivery of any in-house in-service training linked to your identified area.
25. To keep a record of any activities or special projects to show the developments in your area.

**Parents:**

26. To attend meetings, both in school time and in directed time after school, to discuss pupil's progress and welfare and other issues such as behaviour management.
27. To keep parents fully informed, on a regular basis, via the daily diary or by telephone on issues relating to the education and welfare of pupils in your charge.
28. To foster relations between parents and school to ensure that the meeting of pupils' individual needs becomes a shared goal.
29. To support parents fully in joint working within the frame work of the new Education Health and Care Plans.

**Other:**

30. To liaise with other professionals working within the school to ensure that pupil needs are met effectively.
31. To work co-operatively with other professionals who may visit the school, passing on any information as required
32. To undertake any other reasonable duties and professional responsibilities which may arise connected with the effectiveness of your role as class teacher and area of learning.

Signed \_\_\_\_\_

Date

