**Broadfield Specialist School**

**Job Description for Classroom Teacher**

**Name of Teacher**

**Title of Post** Class Teacher

**Curriculum Responsibilities** To be discussed

**Status**

**REMUNERATION**

Remuneration is determined annually (from 1st September) by the relevant body – i.e. The Governing Body of Broadfield Specialist School and is notified in writing to the teacher. The remuneration consists of;

Teachers MPR + SEN Allowance

**WORKING HOURS & TIMES PER WEEK**

The Postholder must be available for work for 1265 hours in any year, these hours having been directed by the Headteacher, and, in addition to these requirements, work such additional hours as may be needed to enable the teacher to discharge effectively those professional duties, including the writing of reports, and preparation of lessons, teaching materials and programmes.

The core hours of directed time for teachers at Broadfield Specialist School represent a minimum working week and staff maybe required to extend beyond these times on no more than one day per week (on average) to attend curriculum development or other meetings. These hours take account of the 1265 hours per annum as laid down by in the STPCD and cover the hours needed to undertake home visits, parents’ evenings, preparation time etc.

**GENERAL PROFESSIONAL DUTIES**

In accordance with the Teachers' Pay and Conditions Document 2020, the professional duties a teacher (other than a Head Teacher) may be required to perform are described in so far as is relevant to the postholder's title and salary grade. The performance of these duties is under the reasonable directions of the Headteacher.

The main professional duties attached to this post are:-

Teaching

1.1 Teaching, according to their special educational needs, (in the case of this school these are pupils with GLD, SEMH and ASD), the pupils assigned, including the setting of work to be carried out by the pupil in school or elsewhere and other specific duties as outlined below.

1.2 Planning, preparing and teaching lessons and sequences of lessons, and attendant duties, within the context of the school’s plans, curriculum and schemes of work.

1.3 Assessing, monitoring recording and reporting on the learning needs, progress and achievements of pupils.

Whole school organisation, strategy and development

1.4 Contribute to the development. Implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.

1.5 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

Health, safety and discipline

1.6 Promote the safety and well-being of pupils

1.7 Maintaining good order and discipline amongst pupils

Management of staff and resources

1.8 Direct and supervise support staff assigned to you and where appropriate, other teachers.

1.10 Deploy resources effectively to you.

Professional Development

1.11 Participate in arrangements for the appraisal and review of your own performance.

1.12 Participate in arrangements for your own further training and professional development, and, where appropriate, that of other teachers and support staff.

Communication

1.13 Communicating and consulting with pupils, parents and carers and liaising with other professionals and outside agencies for the benefit of pupils assigned.

Working with colleagues and other relevant professionals

1.14 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

1.15 Participating in and contributing to regular meetings arranged for the purpose of:

 a) Staff information and discussion.

 b) Curriculum Development.

 c) School Improvement.

1.16 Preparing information for and attending where required, the Annual Review of Special Educational Needs, for each pupil assigned.

1.17 Supervising, as far as is practicable, and teaching any pupils whose teacher is not available to teach them, within the strict observations of paragraph 63.8.

1.18 Attending assemblies, registering attendance of pupils, and supervising pupils, whether these duties are to be performed before, during or after school.

1.19 Participating in administration and organisational tasks related to such duties as are described previously, including the management and supervision of persons providing support for teachers in school, and the ordering of equipment.

**STRUCTURE**

2.1 The Postholder is responsible to the Headteacher for teaching duties and responsibilities for teaching tasks.

2.2 The Postholder is responsible to the Headteacher, through the Deputy Headteacher, for all matters relating to the Curriculum and the National Curriculum, and on all other matters delegated to the Deputy Headteacher, by the Headteacher, from time to time.

2.3 The Postholder interacts on a professional basis with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of areas of the school curriculum and other matters, with the aim of improving the quality of teaching and learning throughout the school.

2.4 The Postholder is responsible for the management, direction and supervision of the work of the Teaching Assistants and for any other person working within the class or group from time to time.

Teacher .....................................................

Headteacher ..........................................

Date ..................................................