

**The Pines School**  
**Job Description for Class Teachers**

**Job Title:** Teacher    **Salary Grade:** MPS/UPS + SEN allowance    **Location:** The Pines

**Job Purpose:**

To deliver aspects of the curriculum to students in the relevant key stage.

This will include: -

Responsibility for the planning and delivery of an appropriate curriculum for a given cohort of pupils

Involvement in the delivery of the curriculum at The Pines

Subject leader responsibility. (subject area(s) to be negotiated)

Working as a member of the secondary department

Supporting pupils with complex learning needs and autism

**Role within school**

- To be responsible to the Headteacher for all learning activities undertaken by the class group.
- To manage a curriculum area throughout the school
- To implement at all times the school policies and ethos.
- To lead, by example, in promoting good teaching practice, evaluation of methodology, and resources relevant to particular age groups
- To be a proactive member of the Birmingham Special Schools Cooperative trust

**Duties and responsibilities**

**Teaching**

- Planning and preparing lessons in line with the school curriculum.
- Teaching, according to their educational needs, the pupils assigned to the post holder, including the setting and marking of work.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Devising strategies to enable all of the pupils to access the curriculum.
- Differentiating the teaching programme to accommodate the needs of individual children.
- Manage a range of complex and challenging behaviours in line with school policy.
- Provide a stimulating and appropriate work environment to meet the pupils' needs using a range of engaging resources and teaching styles
- To maintain a balanced timetable appropriate to the age and development of the class or group

**Other activities**

- Working as a member of the Key Stage Team, liaising closely with class teams and other professionals.
- Promoting the general progress and well-being of all pupils.
- Providing guidance and advice to pupils on educational and social matters.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with relevant external agencies.
- Sharing break time supervision of pupils on a rota basis.

- To manage and organise support staff, resources and the classroom to ensure maximum use of teaching time.
- To participate in meetings relating to the curriculum and to the general administration and organisation of the school.
- Helping to meet the pupils' personal needs.

### **Assessment and Reports**

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Appropriately contribute to and manage outcomes for pupils as written in their EHCP

### **Subject Leadership**

- Management of the organization and of an aspect of the curriculum.
- Leadership of the development, delivery and monitoring of that area.
- Support the ongoing development and change within the curriculum to ensure that it offers breadth and challenge

### **Performance Management**

- Participating in arrangements made in accordance with The Education (School Teacher Performance Management) (England) Regulations 2006 for the appraisal of his/her performance and that of other Teachers.

### **Review, induction, further training and development**

- Periodically reviewing methods of teaching and schemes of work.
- Participating in arrangements for further training and professional development as a teacher;
- In the case of an NQT, participating in arrangements for supervision and training, under the Induction Regulations.

### **Discipline, health and safety:**

- Maintaining good order and discipline among the pupils and safeguarding their health and safety at all times.
- Safeguarding the Health and Safety of oneself and one's colleagues.

### **Administration**

- Participating in administrative and organisational tasks related to the above duties and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of pupils and supervising pupils.

### **Line Management**

- To be responsible for the organisation and supervision of classroom support staff working with the particular class group in the context of their employment.
- To support students and work placement opportunities.

### **Conditions of Employment**

The teacher shall carry out all professional duties in accordance with the current Teachers Pay & Conditions Document, and any local agreements and guidelines.

Job Description issued by: \_\_\_\_\_ (Signature of Headteacher)

Job Description agreed by: \_\_\_\_\_ (Signature of Teacher)

Date: \_\_\_\_\_