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| **Job Description** | |
| **Title and Grade of Post** | Class Teacher (Maternity Cover starting February)  MPS |
| **Job Purpose** | To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well. |
| **Reporting to** | The Assistant Head |
| **Main expectations of the role** | |
| **2. Areas of Responsibility and Key Tasks**  **Planning, Teaching and Class Management** Teach allocated students by planning their teaching to achieve progression of learning through:  Provide half -termly medium term plans developed from the school curriculum and schemes of work.  Provide weekly short term plans which will:   * identifying clear learning objectives for all students and specify how they will be taught and assessed; * set tasks which challenge students and ensure high levels of interest; * set appropriate and demanding expectations; * set clear targets, building on prior attainment; * be aware of and make provision for all students irrespective of their SEN and/or disability. * provide clear structures for lessons maintaining pace, motivation and challenge; * making effective use of assessment and ensure coverage of programmes of study; * ensure effective teaching and best use of available time; * maintaining discipline in accordance with the school's procedures and develop individual behaviour plans as and when required. * use a variety of appropriate teaching methods to:      i.   match approach to content, structure information, present a set of key ideas and use appropriate vocabulary  ii.    use effective questioning, listen carefully to students, give attention to errors and misconceptions  iii.  select appropriate learning resources and develop them   * Use appropriate communication to meet individual needs. * Integrate therapy targets and programmes into planning. * Manage a team of teaching assistants to ensure there effective use to promote and support pupil progress   **3.  Monitoring, Assessment, Recording, Reporting**   * assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; * mark and monitor students' work and set targets for progress; * assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving; * undertake assessment of students in line with school procedures; * prepare and present informative reports to parents; * undertake assessment of students and participate in the school’s system reporting to parents.   4. **Whole school development**   * May be required to take a lead in a curriculum area as directed by the headteacher.   **5. Additional duties**   * promote the general progress and well-being of individual students * Liaise with therapists and LK (Jewish studies)staff * communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff; * contribute to PSHE and citizenship according to school policy   6**. Other Professional Requirements**   * have a working knowledge of teachers' professional duties and legal liabilities; * operate at all times within the stated policies and practices of the school; * know subject(s) or specialism(s) to enable effective teaching; * take account of wider curriculum developments; * establish effective working relationships and set a good example through their presentation and personal and professional conduct; endeavour to give every child the opportunity to reach their potential and meet high expectations; * co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, and students; * contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school; * take part in liaison activities such as Open Evenings, Parents Evenings, * take responsibility for own professional development and duties in relation to school policies and practices; * This post is subject to the required standards for Qualified Teacher Status and Class Teachers and other current legislation. | |
| This job description may be reviewed at the end of the academic year or earlier if necessary.  In addition it may be amended at any time after consultation with you. | |