

Holbrook School for Autism

Job Description – Class Teacher

Job Title	Class Teacher
Salary Scale	MPS + 1 SEN
Responsible to	Headteacher
Responsible for	n/a
Located at	School based

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

AREAS OF RESPONSIBILITY AND KEY TASKS

a) Planning, Teaching and Class Management - To:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed.
- setting tasks which challenge pupils and ensure high levels of interest.
- setting appropriate and demanding expectations.
- setting clear targets, building on prior attainment.
- making effective use of assessment to ensure pupils make effective progress.
- ensuring effective teaching and best use of available time.
- using a variety of teaching methods to meet individual needs.
- evaluating their own teaching critically to improve effectiveness.
- managing teaching assistants in and out of the classroom.
- working with a range of school based and external professionals.
- communicating effectively with parents and carers.

b) Monitoring, Assessment, Recording, Reporting - To:

- Include assessment for learning (AFL) in all lessons.
- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- mark and monitor pupils' work and set targets for progress.
- assess and record pupils' 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 pupil is achieving.
- prepare and present informative reports to parents.

c) Other Professional Requirements - To:

- operate at all times within the stated policies and practices of the school.
- establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- participate in meetings and management systems necessary to coordinate the management of the school.
- take responsibility for their own professional development and duties in relation to school policies and practices.
- liaise effectively with governors.
- take on any additional responsibilities which might from time to time be determined.

Teachers are expected to meet the requirements of the Teachers' Standards that apply to their position within the teachers' pay structure.

d) Subject Coordination, (no TLR) — To:

- be responsible for the coordination of a subject as determined by the head teacher
- work with the relevant curriculum leader (who carries responsibility and accountability for the curriculum and who monitors attainment, achievement and with others evaluates the quality of teaching).
- maintain materials and resources for the subject, making them accessible to others.