



HEREFORDSHIRE
COUNCIL

Leominster Primary School and Nursery



JOB DESCRIPTION

	<p>Class teacher Language & Communication Centre for pupils who have a diagnosis of autism</p>	<p>Specific Responsibilities</p>
<p>Accountable to: Headteachers</p>	<p>Accountable for: Any support staff assigned to your class. Any trainee teacher assigned to your class. Any visiting student assigned to your class. Any voluntary worker or parent assigned to you.</p>	
<p>Functional links with: All other teachers in Leominster Primary School. Support staff of Leominster Primary School. Other teachers in partner schools.</p>		
<p>Main Purpose of Job: You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document. To undertake the teaching of general subjects and, as class teacher, to undertake the pastoral and administrative duties in respect of the pupils in your designated teaching group. This could include pupils from mainstream classes as part of the school integration/inclusion policy. To support the ethos and aims of the school through a positive, proactive attitude to the duties required as specified in the general conditions above. At the Headteacher's request, to be accountable for a discrete curricular area/aspect of the school's work and to support, hold accountable, develop and as necessary lead a team of people focusing on that area.</p>		
<p>Main Duties and Responsibilities: <u>As a main scale class teacher:</u></p> <ul style="list-style-type: none"> • To coordinate the smooth and efficient organisation of your designated teaching group, both on a day-to-day basis and over the long term, working within the aims and objectives identified by school policies and Development Plans; • To teach children according to the agreed schemes of work and programmes of study including delivery of their EHCP, as directed by the Headteacher; • To ensure that the children in your charge are provided with a stimulating and organised environment in which to live and work; • To communicate effectively with the Headteacher and Leadership Team regarding class activities; • To respond appropriately and with respect to any reasonable request or instruction given by any member of staff authorised to do so; • To plan the activities offered to the children, ensuring that they are appropriate to their individual needs, and to support the continued raising of standards in the class and the school; • To ensure in, consultation with the school SENCO, that IEPs and pupil passports are in place, are relevant and up to date, and understood by all parties concerned; 		

- To record children's progress in line with school policies and report their attainments to parents and guardians, both formally and informally;
- To be responsible for the work of a large group of support staff, trainee teachers, students, volunteers and visitors who are working with the children in the class and to ensure that their time is used for the maximum benefit of the children;

POST-THRESHOLD TEACHERS:

Upper Pay Range teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

As a member of the Upper Pay Range:

- Maintain all the threshold standards in a satisfactory manner;
- Achieve objectives set and address any areas for further development identified during the performance management review process;
- Sustain performance at an effective level over time, that is ongoing and is demonstrated by the relevant criteria listed in the school's performance management policy;
- Make a substantial impact on the priorities of the school **over and above** what would be expected of a class teacher at threshold level, demonstrated by the relevant criteria in the school's performance management policy;
- Initiate positive and successful action to:
 - Improve pupil progress;
 - Develop classroom practice in a way that secures precise identification and effective targeting of individual pupils' learning needs;
 - Strongly promote the ethos and priorities of the school.

Job Activities as a member of the teaching staff:

- To develop an appropriate classroom atmosphere where SEN children can work and feel secure; to create a caring classroom where children know that they are respected and where their self-esteem is developed.
- To maintain and promote a stimulating environment which reflects respect for children and their work and which promotes enquiry, activity and successful learning regardless.
- To maintain a well organised classroom which promotes and supports children's growing independence.
- To participate in staff and department meetings, at least weekly, and as required by the Head Teacher and /or Team Leader.
- To help to promote and maintain the status of the LCC as a recognised centre of excellence for the teaching of children with language disorders and/or communication needs.
- To liaise with outside agencies as necessary with regard to educational needs of the children in your care.
- To attend relevant training courses.
- To encourage and promote all LCC staff training and development through appropriate courses and meetings.
- To inform the school office of staff absences, illness etc..
- To be at school by 8:30 a.m. to receive children and to collect children from the playground after each break and to ensure that the class is not left unattended at any time.
- To ensure that the classroom and other areas used by the children are left tidy at the end of each day.
- To ensure proper care for the furniture, materials and equipment used by the children in each area.

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time in accordance with the school's policy, and have regard to the relevant sections in the Teacher's Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post and teachers may be required to undertake such tasks appropriate to the level of appointment as the Head Teacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

Job Holder Name:

Line Manager Name:

Job Holder Signature:

Line Manager Signature:

Date:

Date: