

## BRENT KNOLL SCHOOL.

### JOB DESCRIPTION

<b>SECTION A: Reporting to: Deputy Headteacher - Primary</b>	
<b>Job Title:</b>	<b>Class Teacher</b>
<b>Grade:</b>	<b>Teachers Pay Range + 1 SEN</b>

### SECTION B: Responsible for:

**Learning Support Assistants assigned to the class.**

### SECTION C: PURPOSE OF POST

Responsibility for a class of primary aged children. To contribute to the raising of standards of achievement of all pupils at Brent Knoll.

### SECTION D: Main duties and Responsibilities

Main duties and responsibilities in addition to those set out in the current Teacher's Pay and Conditions Document:

- To draw up individual education programmes for the pupils in the class in collaboration with the members of the multidisciplinary team and to ensure their implementation.
- To assess, monitor and evaluate the progress of the children in the group and to ensure their activities are appropriately recorded.
- To devise, implement and evaluate the behaviour management programmes in the light of the school and departmental policies.
- To act as line manager and team leader for learning support staff assigned to the class.

- To plan a differentiated curriculum to meet the needs of the pupils.
- To participate in department meetings and to chair and minute class meetings
- To participate in the annual review process for the children in the class in the light of school policy.
- To offer a supportive partnership to the families of children in the class.
- To support and implement the school and Local Education Authority's equal opportunities and safeguarding policies.
- To be willing to continue one's own professional development through participation in further training both in school and with external agencies.
- To liaise with secondary colleagues to ensure consistency, smooth transition and curriculum coverage between Key Stage 2 and Key Stage 3.

### **Other Responsibilities**

#### **Data Protection**

It is essential when working with computerised systems that you are completely aware of the responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

#### **Equal Opportunities**

To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

#### **Health and Safety**

Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with which they come into contact, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including

such information, training, instruction and supervision as necessary to accomplish those goals.

**Other Duties**

To undertake such other duties as may be required commensurate with the grade of the Post.

*This job description will be reviewed annually as part of the performance management review process after consultation with the Headteacher and the postholder.*