

PEN-Y-CWM SPECIAL SCHOOL

JOB DESCRIPTION – CLASSROOM TEACHER

NAME:		CURRENT SALARY STATUS:			
RESPONSIBLE TO HEADTEACHER/(DEPUTY HEADTEACHER)/Asst HEAD TEACHER					
SPECIFIC RESPONSIBILITIES: Co-ordination 1 Core Subject or 2 Foundation Phase subjects					
ADDITIONAL RESPONSIBILITIES: as agreed with individual – CPD Opportunities					
TEACHERS' PAY AND CONDITIONS 1999		PEN-Y-CWM AMPLIFICATION		MONITORING AND EVALUATION STRATEGIES	
A teacher shall carry out these duties: <u>PROFESSIONAL DUTIES</u> Teaching: <ul style="list-style-type: none">• Planning and preparing courses and lessons• Teaching according to their individual educational needs the pupils assigned to him/her, including the setting and marking of work• Assessing, recording and reporting on the development, progress and attainment of pupils having regard for the curriculum of the school		<ul style="list-style-type: none">• Work collaboratively as part of a committed team, having regard to the school's aims, the requirements of the National Curriculum, objectives and schemes of work and policies of the governing body.• Ensure that the content of planning and practice is consistent with whole school policies as they develop• Membership of a planning team, working within the school's agreed planning framework• Be prepared to work across the whole age and ability range• Ensure the planning and provision of a rich and stimulating environment• To implement recommendations contained in pupils' statements		<ul style="list-style-type: none">• A meeting is held with staff annually to discuss the achievement of the schools aims and to inform the school development plan• Teaching and planning are monitored by the H.T., D.H.T. and curriculum co-ordinators using agreed criteria• Standards of attainment and personal development are monitored by the H.T., D.H.T. and curriculum co-ordinators as set out in the school's monitoring and evaluation policy	
Other activities:		<ul style="list-style-type: none">• Be responsible for the education and welfare of a designated		<ul style="list-style-type: none">• Attendance at Annual Reviews	

<ul style="list-style-type: none"> Promoting the general progress and well being of individual pupils and classes assigned to him/her providing guidance and advice to pupils on educational and social matters on further education and future careers, including relevant records and reports Making records of and reports on the personal and social needs of pupils Communication and consultation with parents Communicating and co-operating with persons or bodies outside the school Participating in meetings arranged for any of the purposes above 	<p>class or group of pupils, including other duties necessary for the well being of the whole child (eg. Feeding, changing and appropriate therapies)</p> <ul style="list-style-type: none"> Encourage parents/carers to understand and support the work of the school. Promote the school's "open door" policy and to use the home/school books to encourage information sharing and mutual support Liase closely with other agencies involved with the pupils and implement their negotiated recommendations including teams providing physiotherapy, speech therapy, occupational therapy, educational psychology and any other professional inputs. Communication with outside agencies should only be made through the H.T. /D.H.T. 	<ul style="list-style-type: none"> H.T./D.H.T. monitors all reports Home/school books monitored Questionnaire to parents on the quality of school life Individual records contain details of all contacts with parents
<p>Assessment and reports:</p> <ul style="list-style-type: none"> Providing or contributing to oral or written assessments, reports and references relating to individual pupils and groups of pupils 	<ul style="list-style-type: none"> A.R.R. should reflect all aspects of the child's development, re-inforcing positive attitudes and celebrating achievements To write reports and attend annual reviews Personal notes about pupils made by staff should be made known to H.T./D.H.T. and submitted if required Provide written/oral assessment and reports for meetings, conferences etc where requested Collect, prepare and provide information about pupils' needs and progress for parents/carers at annual reviews and designated meetings 	<ul style="list-style-type: none"> Reports will be read by the H.T./D.H.T. before distribution – teachers must allow sufficient time for this to be undertaken
<p>Public Examinations:</p> <ul style="list-style-type: none"> Participation in arrangements for preparing examinations and in assessing pupils for the purposes of such exams: recording and reporting such assessments and participating in arrangements for pupils' presentation for such exams 	<ul style="list-style-type: none"> Staff are expected to take part in relevant nationally accredited schemes for students 	
<p>Management:</p>	<ul style="list-style-type: none"> All NQT's and newly appointed teachers are supported by the 	<ul style="list-style-type: none"> Feedback on Induction process

<ul style="list-style-type: none"> contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new and probationary teachers co-ordinating or managing the work of other teachers taking part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school 	<p>school and LEA induction procedures and offered a “mentor” in the person of the D.H.T. and the provision of non-contact time in line with school policy</p> <ul style="list-style-type: none"> Contribute ideas for inclusion in the S.D.P. Contribute to the development of subjects through the curriculum co-ordinator review process Support students, volunteers and new staff 	<ul style="list-style-type: none"> Annual curriculum co-ordinators review and action plans for each subject
<p>Administration:</p> <ul style="list-style-type: none"> participation in administrative and organisational tasks related to such duties as described above, including the management and supervision of persons providing support for teachers in the school and ordering and allocation of equipment and materials 	<ul style="list-style-type: none"> support the management and professional development of other staff who work at Pen-y-Cwm work considerably with the administrative and secretarial staff, recognising their roles, workload and contribution to the school team <u>As part of the subject co-ordinators role</u>, review and update resources by constructing a subject development plan 	<ul style="list-style-type: none"> Subject development plans influence the School Development Plan
<p>Additional tasks:</p> <ul style="list-style-type: none"> attending assembly registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school. 	<ul style="list-style-type: none"> This part of the teacher’s role is vital to the efficient running of Pen-y-Cwm and should be carried out as quickly and efficiently as possible to maximise teaching time. Supervision of pupils at agreed times before, during and after school (together with the full teaching day) are directed for all staff 	<ul style="list-style-type: none"> Annual review
<p>WORKING TIME: (does not apply to H.T./ D.H.T. advanced skills teachers or part time teachers)</p> <ul style="list-style-type: none"> 195 days in any year of which 190 shall be days on which he/she may be required to teach in addition to carrying out other duties. Those days shall be specified by his/her employer (the LEA) or the H.T. 	<ul style="list-style-type: none"> 5 staff training days (planned in advance and reasonable notice given) weekly briefings (Monday 8.55am) staff, curriculum and collaborative meetings displayed on diary at start of each week additional meetings by agreement and with reasonable notice 	

<ul style="list-style-type: none"> • times and places specified by the H.T. , for 1265 hours in any year, hours to be allocated reasonably throughout the days in the year • travelling time shall not count against 1265 hours • No requirement to undertake mid-day supervision and shall be allowed a break of reasonable length between sessions or between 12 noon and 2pm 		
<ul style="list-style-type: none"> • Such a teacher shall in addition to the requirements set out above work such additional hours as may be needed to enable him/her to discharge effectively his/her professional duties, including the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, good planning, teaching materials and teaching programmes. <p>The amount of time required for this purpose beyond 1265 hours and the times outside the 1265 hours shall not be defined by the employer, but shall depend on the work needed to discharge the teachers' duties.</p>		

PEN-Y-CWM SPECIAL SCHOOL – CLASSROOM TEACHER - 2014