

Pendle Community High School & College Teacher Job Description

Job Title: Teacher

Accountable to: Assistant Headteacher and Deputy Headteacher

Main responsibilities:-

A. GENERAL RESPONSIBILITIES

1. To be responsible for the education and welfare of pupils, having due regard to the requirements of the National Curriculum, the school's aims, schemes of work and any policies of the school or its Governing Body, including safeguarding.
2. To share in the corporate responsibility for the well-being, care, and social, emotional and behavioral support of all pupils.
3. To attend and contribute to pupil reviews as appropriate
4. To ensure that you are fully conversant with the contents of the School Improvement Plan and that where you have an identified role, e.g. as a lead for a subject or designated responsibility, you carry out your responsibilities within an agreed framework.
5. To engage with staff appraisals.

B. CLASS TEACHER

1. To effectively lead teaching and learning to meet the diverse range of student needs across school and college. In addition to the teaching of designated lead subject areas, this will also include being competent and confident in delivering literacy, numeracy and additional foundation subject(s) and/or agreed learning strands.
2. To organise, co-ordinate and manage effectively the work of teaching assistants assigned to your form and curriculum group, under the overall instruction and guidance of the Headteacher. To communicate clearly with these staff and involve them in long/ medium & short term planning for individual pupils and the recording and evaluating of individual pupil progress/ needs e.g. IEPs, Intervention plans etc.
3. To be responsible for the assessment, monitoring, recording and reporting of progress data for pupils/ students taught.
4. To ensure staff throughout school understand the learning, behaviour and specific needs of pupils by providing an accurate IEP and supporting documents.

5. To be aware of any therapy that pupils in the class are in receipt of and to follow programmes where appropriate.
6. To liaise with and effectively work in partnership with outside agencies.
7. To produce Annual Reviews, End of Year Reports and to contribute to and attend Annual Review meetings, target planning meetings, parents evenings and any additional or relevant meetings with parents and other professionals as required.
8. To ensure regular contact with parent/ carers via home/ school books, telephone calls.
9. To be able to work in collaboration to provide suitable inclusion opportunities for pupils as appropriate.
10. To use positive behaviour strategies at all times, including positive handling as part of our school's Positive Behaviour Policy.
11. To manage any budget and/ or resources assigned to your class, group and/ or nominated subject.
12. To attend CPD as directed and to contribute to the development of others by providing feedback and/ or training as appropriate.
13. To attend regular school meetings and to contribute positively to these.
14. To keep abreast of national, local and international developments in the field of generic learning difficulties including, ASC, moderate, severe, complex and profound and multiple learning difficulties.
15. To be able to respond to and meet the requirements of appropriate legislation and educational strategies.