



MOOR HOUSE SCHOOL & COLLEGE TEACHING DEPARTMENT - JOB DESCRIPTION

JOB TITLE	CLASS TEACHER
RESPONSIBLE TO:	Assistant Head Teacher

Ultimately	PRINCIPAL
-------------------	------------------

JOB SUMMARY

Under the reasonable direction of the Assistant Head Teacher to carry out the professional duties of a teacher, as circumstances may require, and to perform any which may reasonably be given by the authority of the Assistant Head Teacher from time to time.

To carry out such particular duties as may be reasonably be assigned to him/her, and described more fully below.

It is a general requirement for all staff within the School & College to work collaboratively with colleagues from all departments and with representatives from those external agencies with whom they come into contact as part of their duties.

It is a particular requirement to work collaboratively within a multi-disciplinary team which may include staff in the departments of residential child care, medical support, occupational therapy, speech and language therapy and teaching. Collaborative working should be student centred, respecting and making use of each staff member's expertise. It is likely to involve (i) regular liaison and discussion; (ii) shared observation and assessment; (iii) the joint designing, recording and evaluation of an individual student's programme; (iv) multi-disciplinary working in the classrooms and groups elsewhere.

MAIN DUTIES AND RESPONSIBILITIES

To carry out the duties of a Class Teacher at Moor House School & College (Moor House) .Conditions of service to be those described in the School Teachers' Pay and Conditions Document as follows:

1. Teaching

In each case having regard to the curriculum of the school:

- 1.1 planning and preparing courses and lessons in various subjects, including core curriculum subjects such as English and Maths;
- 1.2 teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the student in school & college and elsewhere;

1.3 assessing, recording and reporting on the development, progress and attainment of students;

2. Other activities

2.1 promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her;

2.2 providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about resources of more expert advice on specific questions; making relevant records and reports;

2.3 making records of and reports on the personal and social needs of students;

2.4 communicating and consulting with the parents of students;

2.5 communicating and co-operating with persons or bodies outside the school; and

2.6 participating in meetings arranged for any of the purposes described above;

3. Assessment and reports:

3.1 providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;

4. Performance Management:

participating in arrangements made in accordance with the School's Performance Management Policy and Procedures

5. Review: Further training and development:

5.1 reviewing from time to time his/her methods of teaching and programmes of work; and

5.2 participating in arrangements for his/her further training and professional development as a teacher;

6. Educational methods:

advising and co-operating with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

7. Discipline, health and safety:

maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

8. Staff meetings:

participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

9. Cover:

9.1 subject to paragraph 9.2, supervising and so far as practicable teaching any students whose teacher is not available to teach them;

9.2 Subject to the exception in paragraph 9:3, no teacher shall be required to provide such cover:

(a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days; or

(b) where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the school for two or more working days before the absence commenced;

Note: There is currently a local agreement in force whereby the School & College will endeavour to provide cover, where considered necessary by the Assistant Head Teacher, after the first day of absence.

9.3. The exception is:

(a) where the School & College has exhausted all reasonable means of providing a supply teacher to provide cover without success

10. Public examinations:

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments.

11. Curriculum Management:

To act as Curriculum Co-ordinator for a subject (s) as required by the Assistant Head Teacher, involving the drafting, implementation and monitoring of Policies and Schemes of Work and liaising with staff at all Key Stages to ensure the delivery of the subject in accordance with the requirements of the National Curriculum. This could involve undertaking additional training in the subject(s) involved.

12. Administration:

12.1 To participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials; and

12.2. To attend assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.

13. Teachers in Moor House should be at their teaching area before students are due to be there, and to stay there beyond the end of the sessions so that students are

supervised. (The allocation of Directed Time at Moor House allows for those times).

- 14.** Teachers should familiarise themselves with the school policy book, Staff A-Z and current school curriculum policies and schemes of work.
- 15.** To be involved in the management of the budget allocated for the curriculum subject for which she/he is the co-ordinator.
- 16.** To liaise closely with the Examinations Officer to identify and implement appropriate courses which lead to external examinations.
- 17.** To organise presentations of students' work and to generally promote their achievements.
- 18.** To advise the Assistant Head Teacher and Principal about matters to do with the subject.
- 19.** To undertake other such relevant and appropriate duties and responsibilities as may be reasonably allocated from time to time by your Head of Department or the Principal.

I agree to carry out the duties as stated herein.

Signed:

Print:

Date: