



Job Description : SEND Primary Class Teacher

Responsible to: The Governing Body, Head Teacher, Immediate performance manager.

Main responsibilities

General

- To undertake such duties as the Headteacher may reasonably determine, in accordance with the School Teachers Pay and Conditions of Service document in force at the time.
- To recognise that she/he is appointed as a member of staff at Oakwood Academy and that she/he may be deployed in any situation appropriate to her/his qualifications, experience and/or skills.

Knowledge and Skills

- Principles and practices of effective teaching and learning
- School improvement strategies and the process of school self-evaluation
- Principles and practices of monitoring/assessment/evaluation
- Principles of curriculum planning
- The application of ICT to learning, teaching and subject management
- Working in partnerships to deliver improvements
- Processes and systems for quality assurance
- Resource planning and management

Teaching

- Planning and preparing courses and lessons.
- Teaching pupils according to their educational needs including the setting and marking of their work.
- Curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs

Positive reinforcement of school behavior management strategies

- To develop and maintain positive reinforcement of school behavior management strategies among the pupils and safeguard their health and safety, both on the school premises and when they are engaged in authorised activities elsewhere.

Pastoral and communication

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers.
- Making records of and reports on the personal and social needs of pupils.
- Communicating and consulting with the parents of pupils

Assessment, reporting and monitoring

- Provide oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Establish clear targets for pupils' achievement, and evaluate progress and achievement by all pupils, including those with special needs.
- Use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils.
- Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress.

Staff Meetings

- Participate in school meetings relating to the curriculum, pedagogy, administration and general organisation of the school.

Professional Development

- Participate in further training and professional development activities as a teacher
- Carry out regular review of teaching methodology and programmes of work.

Equal Opportunities

- Promote equal opportunities within the school and to seek to ensure the implementation of the academy's Equal Opportunities policy.

Other duties

- Job descriptions are expected to give candidates clear guidance on what they are expected to achieve; however they rarely capture all tasks and responsibilities. All members of staff are expected occasionally to undertake other duties not detailed above, but within the scope of the job.

This job description may be amended at any time after discussion with you, and in any case will be reviewed annually. For the full Conditions of Employment please refer to the relevant pages of the School Teachers' Pay and Conditions Document.