



Special
Partnership
Trust



Curnow
School

The Special Partnership Trust:

An ambitious, inspirational partnership of outstanding learning

JOB DESCRIPTION SEN Class Teacher at Curnow School

As required by the *School Teachers' Pay and Conditions Document (Part XII)*, a teacher employed at Curnow School shall perform the professional duties of a teacher and, in accordance with the directions which may reasonably be given by the head teacher, such particular duties as assigned to him or her.

For ease of reading, the *Particular Duties* will be identified first, followed by the *Professional Duties*. For a fuller explanation of the *Professional Duties*, see *Part XII* of the *School Teachers' Pay and Conditions Document*.

PARTICULAR DUTIES

All teachers at Curnow School have a **Curriculum Responsibility / Champion Area**.

- Each teacher at Curnow School is a Subject Leader /Champion as identified within the school's self-evaluation policy
- Your curriculum / champion responsibility will be agreed with the Head Teacher and Governors of the school; this may change following consultation with the Head Teacher/Head of Upper/Lower School

Roles and Responsibilities:

The Subject Leader / Champion's roles and responsibilities are outlined below:

1. To provide professional Leadership and Management for the specified subject area
2. To ensure the curriculum / champion offer provides breadth, depth and relevance for the learners at Curnow; to complete the subject audit overview and detail an action plan every two years (every year for core areas) to report to Governors
3. To secure the key vocabulary required in delivering this subject area which is linked to the breadth of study at each key stage
4. To identify Literacy and Numeracy links across each pupil's curriculum offer
5. To ensure there is an up to date policy in place which is regularly reviewed, in line with the School Self Evaluation annual timetable

6. To identify assessment of learning opportunities across the school which ensure learners make progress over time
7. To ensure the curriculum / champion offer and associated policy document are published on the whole school drive and school's web site
8. To undertake learning walks across the school to secure an overview of the teaching/learning of this subject area which includes the scrutiny of planning, assessment, differentiation and breadth of study in line with the curriculum offer reporting outcomes to the Governors of the school
9. To audit training needs of staff identifying where training is required and deliver this in accordance to curriculum / champion area
10. To attend effective training programmes for the above subject in order to maintain knowledge and expertise and to disseminate knowledge gained to all staff
11. To enable colleagues to secure high quality teaching, effective use of resources and improved standards in learning through the provision of appropriate advice and guidance including appropriate CPD as necessary
12. To undertake any risk assessments/additional control measures in relation to the subject area in conjunction with the site manager of the school
13. To provide information/outcomes of subject audit and action plan identified (including data sets which determine progress as appropriate) to the Governing Body which will enable them to increase their knowledge of the above subject / champion area in terms of its content, delivery and learning outcomes (progress over time), in line with the School Self Evaluation policy and annual timetable
14. To work in partnership with other curricular co-ordinators within Curnow / The Special Partnership Trust to ensure curriculum content and planning reflects the Lower and Upper ethos and educational initiatives
15. To continually update subject /champion co-ordinator's file (see over)
16. To provide bids for finance to the Head of Upper/Lower school as necessary
17. To plan whole school curriculum /champion days (as appropriate) ensuring parents, carers and Governors of the school are included
18. To ensure pupil progress is accurately reported to parents/carers and Governors of the school in accordance to the school's PARRC (Planning, Assessing, Recording, Reporting and Celebrating) policy

Behaviour Management

- 3.1 All teachers will engage in physically managing children's behaviour, in accordance with the behaviour policy and associated procedures on behaviour and the specific requirements of each child. Regular training will be provided in Team Teach.

Moving and Handling

- 4.1 All teachers will engage in moving and handling pupils as appropriate, in accordance to the Moving and Handling policy and procedures at Curnow and the specific requirements of each child. Regular training will be provided in moving and handling in line with our policy guidance

PROFESSIONAL DUTIES

The following duties shall be deemed to be in the professional duties which a teacher may be required to perform and will underpin the Teacher/Post Threshold standards.

Teaching

In each case having regard to the curriculum for the school, and with a view to promoting the development and abilities and aptitudes of the pupils in any class or group assigned to him or her.

- 5.1.1 Planning and preparing lessons.
- 5.1.2 Teaching, according to their educational needs, the pupils assigned to him or her, including the setting and marking of work to be carried out by the pupil at Curnow or elsewhere, following, using and applying all assessment frameworks held by the school.
- 5.1.3 Assessing, recording and reporting on the development, progress over time and attainment of the pupils within EHCP outcomes, IEPs and personalised learning route identified for all pupils in the class.

Other Activities

- 6.1.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him or her.
- 6.1.2 Providing guidance and advice to pupils on educational and social matters, and on their further education and future careers.
- 6.1.3 Making records of and reports on the personal and social needs of pupils.
- 6.1.4 Communicating and consulting with the parents/carers of pupils including multi-agency teams as/if appropriate.
- 6.1.5 Communicating and co-operating with persons or bodies outside the school, particularly social workers, physiotherapists, speech and language therapists, occupational therapist, music therapist, nurses and doctors.
- 6.1.6 Participating in meetings arranged for any of the purposes described above.

Assessments and reports

- 7.1.1 Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal/Performance Management

- 8.1.1 Participating in arrangements made for the appraisal of his or her performance and that of other teachers.

Review: Induction, Further Training and Development

- 9.1.1 Reviewing from time to time his or her methods of teaching and programmes of work.

- 9.1.2 Participating in arrangements for his or her further training and professional development as a teacher, including training and professional development which aims to meet needs identified through the school's Performance Management process.

Educational Methods

- 10.1.1 Advising and co-operating with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety.

- 11.1.1 Maintaining good order and discipline among the pupils and safe-guarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised activities elsewhere.
- 11.1.2 To have due regard to the health and safety, behavioural management and moving and handling policies in the school, undertaking appropriate assessment / additional control measures on Individual Safety Plans accordingly.

Staff Meetings

- 12.1.1 Participating in meetings at the school which relate to the curriculum for the school or the administrative or organisation of Curnow School, including pastoral arrangements.

Cover

- 13.1.1 Subject to the condition in 13.1.2 below, supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.
- 13.1.2 No teacher shall be required to provide such cover after the teacher who is absent or otherwise not available has been so for three or more consecutive days.

Management

- 14.1.1 If this should be appropriate, contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- 14.1.2 Assisting the Head Teacher in carrying out the processes within the school Performance Management Policy and to contribute to the post Threshold (upper pay range) arrangements if required.
- 14.1.3 Co-ordinating or managing the work of other teachers as appropriate.
- 14.1.4 Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of Curnow School.

Administration

- 15.1.1 Participating 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 at Curnow School, and in the ordering and allocation of equipment and materials.
- 15.1.2 Attending and leading assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Management Time

- 16.1.1 A teacher with leadership or management responsibilities is entitled, as far as is reasonably practicable, to a reasonable amount of time during school sessions for the purposes of discharging those responsibilities.

Working Time

- 17.1.1 The teacher shall be available for work for 195 days in the school year, of which 5 days will be for In-Service (INSET) work.
- 17.1.2 Such a teacher shall be available to perform such duties as may be specified by the headteacher for 1265 hours in any school year.

There will be one hour teacher meeting each week
(teacher/upper/lower/whole school) - 38 hours per year.

One reports to parents meeting each year to discuss pupil reports/progress
over time – 3 hours

Three IEP/progress meetings with parents over the academic year – 2 hours
each term (6 hours)

Attend Inset Days (some of which may be planned at twilight sessions)

- 17.1.3 Time spent travelling to and from the place of work cannot count against the 1265 hours.
- 17.1.4 Teachers shall, in addition to the requirements set out in paragraph 17.1.1 and 17.1.2 work such additional hours as may be needed to enable him or her to discharge effectively his or her professional duties, including the assessment/markings of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes. The amount of time required for this purpose shall depend upon the work needed to discharge the teacher's duties.

Guaranteed planning and preparation time

- 18.1.1 Teachers shall be provided with, as part of their 1265 hours directed time, reasonable periods of time (PPA time) to carry out:
- Planning and preparing lessons
 - Assessing, recording and reporting on the development, progress and attainment of pupils
 - Assessments and reports.
- 18.1.2 PPA time should not be less than 10% of the teacher's timetabled teaching time.
- 18.1.3 PPA time shall be provided at the rate of one half-day session per week or one full day each fortnight for all full time teachers, with a pro-rata amount for part-time teachers. The times for PPA time will be agreed by the Leadership Team
- 18.1.4 PPA of NQT's will equate to one full day a week.

Line Management

- 19.1.1 The line management of the educational staff at Curnow is as follows.

Head - Deputy - Head of Upper/Lower School - Class Teacher – HLTA – Teaching Assistant

This Job Description may be amended at any time after discussion with you, but in any case will be reviewed at each teacher's final performance management review with their line manager.

Sign Received:

Date: