



# Mill Water School

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## JOB DESCRIPTION – CLASS TEACHER

### Main Responsibilities

To ensure the effective teaching and learning of pupils for whom the post holder has responsibilities.

### Responsible to:

The Headteacher and appropriate line managers as defined within the school leadership structure.

### Curriculum

To lead the development of a curriculum area, write an action plan and report on outcomes as part of an annual reporting process.

To plan and deliver, within the context of the school's curriculum framework and school action plan, an appropriate curriculum for the pupils of Mill Water School which:

- Is broad and balanced and meets the declared aims of the school.
- Is appropriate to the individual learning needs of the pupils.
- Is responsive to the equalities policies of the school.
- Is within the timetable framework as planned by the leadership of the school, which will reflect national and local requirements.
- Looks for inclusive opportunities as a means to develop children's learning.
- Promotes spiritual, moral, social, cultural and physical development.
- Prepares pupils for the transition into the next stage of their life, adolescence and adulthood.

### Assessment, Reporting and Recording

- To provide on-going assessment of pupils' progress in line with the procedures and practice as described within the policy for Assessment, Reporting and Recording and other school guidance.
- To maintain a high quality of teaching by ensuring consistent monitoring and evaluation of own practice.
- To provide reports on pupils' progress as required by school leadership, which meet both statutory and school requirements e.g. termly reports and annual reviews.

### Teaching and Learning

- To undertake a full teaching commitment within a class and across the key stages as required.
- To plan for children's differentiated learning within the school's planning framework using a variety of approaches and strategies.
- To maintain good order and discipline and a positive approach to the management of behaviour in keeping with the ethos promoted in the school's policy on behaviour management.
- To ensure that positive, trusting and supportive working relationships between pupils and colleagues are maintained.
- To manage, motivate, develop and support staff with the aim of effective delivery of the curriculum to pupils.
- To maintain an organised classroom environment suitable to the learning needs of the pupils and to contribute to displays across the school.
- To maintain and develop appropriate and adequate resources for teaching.
- To ensure the health and safety of staff and pupils in accordance with school practice and policy.

## Parents and Other Agencies

- To have a positive approach to involving parents and carers in their child's education.
- To provide parents and others with detailed information about their child's progress as required.
- To engage parents in partnerships that will enhance the pupils' cognitive, emotional and social development.
- To liaise with parents, carers and support services as appropriate and in consultation with the Headteacher.
- To actively work within the safeguarding policy and practice of the school.
- To work in partnership with school based support services such as physiotherapists, speech and language therapists.

## School Development

- To work within and towards the framework of the National Standards for Teachers and SEND Code of Practice.
- To lead on an area of the curriculum to be agreed with the school and in line with school needs.
- To contribute actively in whole school and curriculum development within the context of the school action plan.
- To participate in continuing professional development.
- To keep abreast of general and national curriculum initiatives.
- To participate in working parties for the development, maintenance and evaluation of specific curriculum areas.
- To provide advice, assistance and guidance for staff as required.
- To keep staff and governors informed of developments.

## General

- To participate in the corporate life of the school.
- To participate in the school process of teacher appraisal.
- To supervise and teach any pupils whose teacher is absent and for whom alternative cover has not been obtained.
- To work with and give appropriate guidance to visiting students, volunteers etc and to contribute to the writing of progress reports etc on them.
- To carry out any other professional duties within the school that may be reasonably required by the Headteacher.
- To carry out duties as described within the School Teachers' Pay and Conditions Document.
- To be responsible for the leadership of a class team.

## Data protection

It is essential that you are completely aware of your responsibilities at all times under the General Data Protection Regulations (2018) for storing, processing and sharing personal data.

## Health and safety

Employees are required to work in compliance with the school's Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

## Safeguarding

Mill Water is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Mill Water. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL).