

## Job Description Class Teacher

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**Grade: Min M1 – U1 plus SEN point (depending on experience)**

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### Main purpose of the job

To carry out the professional duties of a Teacher as set out in the Teachers' Standards document.

### Teachers On Life Skills and Vocational Courses

- To teach English, maths, ICT, PHSCE, to one/two groups of students.
- To deliver lessons in life skills and/or vocational subjects according to timetabled need.

### Teachers on Engagement For Life Pathway Course

- To teach all aspects of the sensory curriculum.

### Teachers of the Vocational Pathway

To teach all aspects of the Pathway so that all students are able to make progress and become prepared for adulthood and are able to achieve their goals in the community.

All students in Great Oaks College will be working towards qualifications. Their targets will be set to meet both the needs identified in EHCPs and to enable them to meet the standards required by examination boards.

To support students in presenting evidence according to the requirements the relevant qualification.

### Main responsibilities and tasks

1. To lead and develop teams and deploy teaching assistants to support learning, therapy and care needs.
2. To maintain the classrooms and other learning environments and ensure these are organised to meet students' needs.
3. To plan modules of work according to Student's needs, IEP aims and College curriculum, including the requirements of examining bodies.
4. To assess and record students' progress using M-level and Entry levels of Attainment as appropriate to the individual student. Record assessments appropriately and collect evidence of progress made using college systems.
5. To write reports for Annual Review, for all students taught.
6. To maintain Student information.
7. To liaise with the multi-professional teams in respect of the education of the students. To ensure that therapy programmes are incorporated into teaching and carried out as required.
8. To write reports for other agencies on request as the need arises.
9. To maintain clear, effective communication with parents, carers, the college management team, colleagues, College Board and supporting agencies.
10. To maintain positive relationships with families, communicating with them regularly and attending parents' evenings, dates and times set annually.
11. To carry out risk assessments with respect to activities both in and out of college.

12. To participate in own professional development, working with a line manager to evaluate and develop own performance. All teachers and support staff at Great Oaks College receive regular support and development meetings with a line manager.
13. To participate in the whole College continuous improvement including participating in leading and evaluating INSET programmes and in contributing to the College Development Plan. INSET programme takes place on Tuesdays from 3.30-4.30 pm.
14. To attend training as identified in both the College development plan and the teacher's own review plan.

#### **Curriculum Team membership role**

15. Curriculum Responsibilities will be discussed on appointment. Teachers are likely to be responsible for the course on which they are teaching.
16. Maintain and develop medium-term plans indicating how learning activities will be delivered and targets met.
17. Design, organise and maintain resources for course delivery.

**Equal Opportunities:** The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety:** The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality:** The College is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding:** The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.