

Papillon House School

Class Teacher Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding responsibilities

The safeguarding responsibilities of this post include daily, direct, contact with the children and young people in the School. Responsibility for contributing to the provision of a safe environment in which children can learn and be listened to. In addition maintaining up to date knowledge of safeguarding and child protection process and to follow appropriate process to act on concerns and observations. This post does involve regulated activity.

Teaching

- 1 Planning and preparing courses and lessons.
- 2 Teaching, according to their educational need, the pupils assigned to you; setting and marking work (including assessments) to be carried out by the pupils in school or elsewhere.
- 3 Assessing, recording and reporting on the development, progress and attainment of pupils.

Other activities

- 4 Promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to you.
- 5 Providing guidance and advice to pupils on educational and social matters.
- 6 Making records and reports on the personal and social needs of the pupils.
- 7 Communicating and consulting with the parents of pupils.
- 8 Communicating and co-operating with persons or bodies outside the School.
- 9 Participating in meetings arranged for any of the purposes described above.
- 10 Accompanying pupils on trips away from the School.

Assessment and reports

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

Appraisal

- 12 Participating in any arrangements that may be made for teacher appraisal.

Further training and development

- 13 Reviewing from time to time your methods of teaching and programme of work.
- 14 Participating in arrangements for your professional development.
- 15 Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.

Educational methods

- 16 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 of pastoral arrangements.

Child protection, discipline, health and safety

- 17 Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- 18 Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- 19 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.

Assessments

- 20 Participating in arrangements for preparing pupils for and supervising them during assessments.

Administration

- 21 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 in the School and the ordering and allocation of equipment and materials.
- 22 Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after School sessions.
- 23 Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Flexibility

- 24 You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.