

## **Colnbrook School**

A Specialist Primary School for Children with  
Learning Difficulties, Autism and Speech &  
Language Difficulties

Head Teacher: Caroline Aplin



### **JOB TITLE: CLASS TEACHER & LEARNING AREA CO-ORDINATOR / TEAM MEMBER (Depending on Pay Scale)**

#### **1. PURPOSE OF THE JOB**

To teach a class of children and line manage support staff within that class.  
To work within in a team or co-ordinate a team within a learning area across the school.  
To adhere to the Teaching Standards.

#### **2. KEY RESPONSIBILITIES**

##### **Classroom Teacher**

##### **Main Duties:**

- To support and promote the school's philosophy, ethos and aims.
- Responsibility for the day-to-day education and care of a group of children with Special Educational Needs.
- Planning and preparing individual programmes and outcomes to meet the child's agreed needs within the requirements of the Education Health Care Plan.
- This may include responsibility for:
  - teaching a class group
  - delivering a specialised subject to a number of classes
  - a combination of class and subject teaching
- Monitor, record and report the child's achievements and progress.
- Preparing a detailed report for each children's Annual Review and coordinate reports from other disciplines within the school.
- To offer pastoral support in all areas of the child's school life.
- To liaise with parents and other professionals as necessary.
- To actively participate in the planning and implementation of the School Development Plan.
- To support the planning group coordinator as in relation to monitoring and development tasks.
- To administer and report on Teacher Assessment
- To deliver, monitor, develop and review the curriculum.
- To complete the children's Portfolio/Records of Achievement/ My learning journey.
- To further equal opportunities within the classroom and school.

#### **Colnbrook School**

Hayling Road, South Oxhey, Watford. WD19 7UY Tel: 0208 428 1281  
e-mail: [admin@colnbrook.herts.sch.uk](mailto:admin@colnbrook.herts.sch.uk) website: [www.colnbrook.herts.sch.uk](http://www.colnbrook.herts.sch.uk)

- To maintain current knowledge of educational initiatives and developments at both local and national level.
- To participate in the school's Performance Management arrangements.
- To line manage a small team of LSAs-including annual appraisals.
- To contribute to and, in specific areas, take responsibility for high quality, relevant and appropriate classroom and school display.
- To take responsibility for the development of a particular learning area across the school.
- To participate in all activities such as swimming, trampolining and any other activities which are part of the Colnbrook curriculum.
- To attend meetings associated with the duties of teacher.
- To report to the Governing Body on request, including making short presentations in relation to specific roles and responsibilities.
- To carry out any additional duties commensurate with the post of teacher, as directed by the Head Teacher and Deputy Headteacher.
- To engage in training and be willing and able to complete extended courses where these support the school and the teacher's professional development.

### **Curriculum**

- Manage resources within the limits of the delegated budget and in accordance with the school's financial procedures.
- Ensure the curriculum is well balanced, broad and specific to the needs of our children; thereby enabling appropriate access and achievement for all children.
- Ensure all staff have a good working knowledge of the curriculum area.
- Provide training and support when required.
- Ensure all planning, assessment and specific documentation e.g. policy, is up to date, disseminated and understood by all staff.
- Carry out monitoring activities-planning scrutiny, data analysis and liaise with the Deputy Head, Assistant Head or Teaching & Learning mentors regarding these.
- Have a good understanding of children progress and achievement across the school in the subject area at key intervals throughout the school year in line with the school's Assessment Policy.

### **Job Context**

The role of the class teacher supports the learning and development of the children. The role involves line management of LSAs and the planning implementation and assessment of children's learning needs, progress and attainment.

### **Physical Effort**

The role may require the moving and handling of children whose mobility is restricted at a given moment. Staff will be required to participate fully in physical activities such as swimming, PE lessons and trampolining. Appropriate training will be given in relation to guiding or moving children and staff will be expected to follow the Herts STEPS guidelines.

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## **Working Environment**

- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness
- You may be required to change nappies and assist with intimate care in line with our Intimate Care Policy
- The job may include administering medication or medication procedures with training
- The job may include delivering specialist programmes such as speech and language, occupational therapy or physiotherapy.

## **Equalities**

Be aware of and support difference and ensure that children have equality of access to opportunities to learn and develop.

## **Health and Safety**

Be aware of and comply with policies and procedures relating to safeguarding (including child protection), health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## **Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

The Headteacher may at any time, in discussion with the post holder, make changes to this job description and duties specified herein.

Written Dec 2024

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