WOOLGROVE SCHOOL

**JOB DESCRIPTION**

**Post Held: Class Teacher**

**Responsible to: The Headteacher /Head of Department**

**Salary Scale: ECT / MPS / UPS + SEN**

**Effective from: 1st September 2025**

**PURPOSE OF THE JOB**

* To teach a class of pupils and line manage support staff within that class.
* To work within in a team or lead a team within a curriculum area across the school.
* To adhere to the Teaching Standards.

**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 (EHCP).
* Monitor, record and report the child's achievements and progress.
* Prepare a review of the EHCP for each pupil's Annual Review and coordinate reports from other disciplines within the school.
* To liaise with parents and other professionals as necessary.
* To actively participate in the planning and implementation of the School Development Plan.
* To further equal opportunities within the classroom and school.
* To participate in the school's Performance Management arrangements.
* 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 curriculum area across the school (not ECTs).
* To attend meetings associated with the duties of teacher.
* To carry out any additional duties commensurate with the post of teacher, as directed by the Head Teacher.
* To engage in training and be willing and able to complete extended courses where these support the school and the teacher’s professional development.
* 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 pupils; thereby enabling appropriate access and achievement for all pupils.
* 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 relevant staff.
* Carry out monitoring activities as appropriate, e.g. planning scrutiny, data analysis, and liaise with the Deputy Head for TLA regarding these.
* Have a good understanding of pupil progress and achievement in your class and, if appropriate, across the school in the subject area at key intervals throughout the school year in line with the school’s Assessment Policy.
* You may be required to provide intimate care in line with our Intimate Care Policy.
* The job may include administering medication.

**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.

**Equalities**

Be aware of and support difference and ensure that pupils 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

We have the right to withdraw this job advert if the position has been filled prior to the application closing date or the position no longer needs to be filled.