

## Lonsdale School

*The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from the Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against DBS. You will be provided with full information at each stage.*

### Form Tutor/ Class Teacher Job Description

<b>Post</b>	Lonsdale Form Tutor/Class Teacher
<b>Reports to</b>	Deputy Head
<b>Liaising with</b>	Headteacher, SLT, Staff, Pupils, Parents/Carers, External agencies/professionals.
<b>Main purpose</b>	To carry out the professional duties of a teacher as circumstances may require and in accordance with Lonsdale School's policies and ethos under the direction of the Headteacher
<b>Key Functions</b>	<ul style="list-style-type: none"> <li>• Take responsibility for the progress and learning of pupils and in accordance with the duties outlined in this document.</li> <li>• Carry out the professional duties detailed in the DfE School Teachers' Pay and Conditions guidance<sup>1</sup>. The post holder is expected to undertake duties in line with the professional standards for qualified teachers.</li> <li>• Teach pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying individual learning needs.</li> <li>• Maintain the positive ethos and core values of Lonsdale School, both within school and the wider community celebrating success at every opportunity.</li> </ul>

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Specific Responsibilities	The main responsibilities of the Class teacher/Form tutor are to:
	<ul style="list-style-type: none"> <li>• Comply with and actively implement school policies, having due regard for safeguarding and the welfare of children and young people. In particular, to follow the child protection policy and procedures</li> <li>• Be responsible for safeguarding the health and wellbeing of the pupils, actively promote the development of personal and social skills and provide emotional support in a way that accords with the pupils' age and level of development within the stated aims of the school.</li> <li>• Plan and deliver effective lessons to pupils demonstrating consistent high quality<sup>2</sup> classroom teaching and class management. Organise, and maintain a stimulating classroom-learning environment appropriate for pupils</li> <li>• Hold the role of a Core Subject leader responsible for the development and management of a subject curriculum area. This includes working with colleagues to identify clear teaching plans, objectives, content, lesson structures and sequences appropriate to the subject matter and pupils being taught.</li> <li>• To be responsible for team delivery of appropriate core-subject accredited courses. This would be in line with course specifications/syllabi and National Curriculum requirements</li> <li>• Assess pupil progress and keep appropriate records, integrating formative and summative assessment. Report to parents/carers on the development, progress and attainment of pupils</li> <li>• Plan for future learning and assist in monitoring and evaluating planning, quality of teaching and pupil progress in the curriculum area.</li> <li>• Lead and manage a support staff team within the classroom ensuring the appropriate deployment of staff to support learning, personal care and daily physical management.</li> <li>• Provide collegiate guidance and support to colleagues</li> <li>• Work alongside the multi-disciplinary teams in school</li> <li>• Engage in and maintain a dialogue with parents/carers, therapists and other professionals about the teaching and learning and progress of pupils. Support the effective implementation of pupils' EHCPs and engage in the statutory annual review process</li> <li>• Support whole-school initiatives</li> <li>• Participate in training and the implementation of health care practices</li> <li>• Carry out any other tasks as requested by the Headteacher</li> </ul>

<sup>2</sup> This includes effective planning and differentiation