

White Mere Community Primary School
Job Description
Class teacher and SEND/Phase Leader

Line Manager: Headteacher/Performance Management Appraiser

The Teacher will be expected to be meeting the appropriate teaching standards.

Leadership and Management:

- To support the Senior Leadership Team in formulating and sharing the vision, values and aims of the school.
- To engage fully in the process of school improvement, supporting the identification, development and evaluation of priorities.
- To take a strategic leading role in the provision for SEND pupils across the school including meeting statutory responsibilities and timescales within SEND Code of Practice.
- To assist the Senior Leadership Team to monitor and evaluate the effectiveness of teaching and learning throughout school with a specific focus on provision and progress of SEND pupils.
- To provide professional guidance to colleagues, liaising closely with staff, parents/carers and other agencies.
- To gather, analyse and evaluate a range of data in support of school improvement priorities and pupil outcomes, ensuring any record keeping systems utilised are effective and manageable.
- To enhance the well-being and welfare of the school community by promoting and securing a high level of pastoral care.
- To lead, monitor and support a reflective Phase Team ensuring whole school practice and policy is consistently implemented.
- To provide regular updates on developments to the Senior Leadership team and Governing Body.

Teaching and Learning:

- To ensure planning and teaching are effective for all children.
- To organise the classroom to provide an effective teaching and learning environment.
- To follow school policy in terms of marking and feedback.
- To work with the Phase Team to ensure a consistent approach following school policies/schemes/practices.
- To have high expectations for all children.

- To plan appropriate interventions for children who require them.
- To use a variety of teaching styles.
- To encourage children to become independent learners.
- To seek and give curriculum support to others as required.
- To maintain good order and discipline in the classroom/school and follow school policy.
- To be a good role model.
- To work effectively as part of a team and be committed to collaborative working.
- To attend staff training days and staff meetings.

Assessment:

- To undertake on-going assessment, observations, tests, SATs etc. to feed into planning.
- To ensure tracking and other records are regularly updated.
- To interpret school data and use it to ensure future progress.
- To be able to identify priorities for teaching from formative and summative assessments and discuss this with other members of the school team.
- To support children to carry out age appropriate self-assessment/peer assessment.
- To set appropriate targets for individuals/groups/class/year groups.
- To work with other staff to discuss judgements of pupils' assessments.
- To take responsibility for identifying pupils with SEND and producing IEPs for those children who require one and ensuring that appropriate support/ intervention is in place.

Resources

- To ensure that quality resources are provided that are appropriate and accessible.
- To teach children to look after resources and use them correctly.

Liaison

- To work as a phase to plan effective learning (refining existing plans to ensure they closely meet individual/group needs) and deliver an appropriate curriculum.
- To work reflectively with other members of the team - sharing good practice and offering support when necessary.

- To liaise with staff throughout the school to ensure a whole school approach, again sharing good practice and offering support as appropriate.
- To establish and promote positive partnership with families and work closely with them to ensure the best outcomes for their child.
- To establish links with the community.

Pastoral Care

- To be responsible for the safety and welfare of the children in your class and the school community.
- To supervise the work of any adult or student working with you.
- To share responsibility for the behaviour and manners of children throughout the school and follow the school policy for this.