



## **Blaydon West Primary School**

### **Job Description: Teacher**

#### **Full Time Class Teacher SEND Coordinator**

The Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- 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.
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for schoolteachers are met.

#### **Duties:**

The Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Headteacher and staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupils' learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- 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.
- provide professional guidance to colleagues, liaising closely with staff, parents/carers and other agencies.
- 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.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.