

**TWO RIVERS HIGH SCHOOL**  
**JOB DESCRIPTION**

**Position Held:** Class Teacher - mainscale

**To Whom Responsible:** Executive Headteacher, Head of School.

**Job Description General:**

- To carry out the professional duties of a school teacher, including those described in the Teacher's National Pay & Conditions of Service document, which is up-dated every year.
- To plan and prepare lessons that meet the needs of all pupils, through differentiation of tasks, personalised learning plans where appropriate and through developing the skills and knowledge pupils will need throughout their school life and beyond
- To ensure teaching programmes are regularly monitored and to assess, record and report children's progress in all areas taught.
- To ensure the specific needs of the children, as indicated in their Educational, Health and Care Plans, are addressed.
- Be responsible for the pastoral care of children, promoting safeguarding, independence and positive behaviour and relationships, in accordance with school policies.
- To produce and support Annual Reviews and produce reports by required dates.
- To be actively involved in both the planning and execution of the School Improvement Plan.
- Support the vision, ethos and policies of the school and promote high levels of achievement and safety.
- To carry out such other teaching and associated tasks as may be required by the Executive Headteacher and Head of School.

**Specific Responsibilities**

- To ensure lessons are run in a structured and orderly manner.
- To support individual students' needs with a range of specialist teaching and learning strategies including alternative methods of communication ensuring that teaching and learning is differentiated and person-centred.
- To attend and contribute towards team and subject meetings.
- To be responsible for documentation and correspondence relating to your pupils.
- Work with school leaders to track the progress of individual pupils in a manner specified by TRS and take a leading role in devising intervention plans where pupils are making less than expected progress.
- Be proactive in overcoming pupils' barriers to learning through actively seeking resolutions and by providing a learning environment appropriate to needs.
- To establish and maintain positive working relationships by line managing and working in partnership with teaching assistants.
- To enter students for appropriate accreditation of subjects taught.
- To inform parents of progress through reports, annual reviews and termly targets.

**Outcomes:**

- All pupils will be following a relevant and differentiated curriculum.
- Lessons will be well prepared and resources readily available.
- Assessment and record keeping procedures will reflect the progress of all pupils.

- Progress will be made towards I.L.P targets and the progress towards half termly/termly targets will be systematically built upon.
- Pupil progress to be recorded via the school assessment system.
- Short, medium and long term planning is readily available.
- Parents will be kept informed of targets set and progress made.

This job description may be amended at any time, after due consultation, in order to meet the changing needs of the school and to enhance staff professional development.