



# Hillside Specialist School

"... Where every child matters"

Hillside Specialist School  
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## Job Description.

**Job Title:** Class Teacher

**Overall Purpose:** To plan and deliver the curriculum within the framework of the ethos, aims and objectives of the school; to manage class staff team; to have curricular responsibility.

**Responsible to:** Headteacher

**Responsible for:** A class, management of pupils and management of classroom assistants

**Curricular Area(s):** to be agreed

### **General Responsibilities:**

- The education and welfare of a designated class group in accordance with the requirements of the School Teachers Pay and Employment Document, having due regard to the requirements of the National Curriculum, the aims of the school and any policies of the Governing Body and LEA. To share in the corporate responsibility for the well being and discipline of all pupils.
- To participate in regular 'in house' training and five training days per year as part of directed time. Opportunities for other training are available as considered appropriate by mutual agreement.
- To formulate, implement and regularly review and evaluate Individual Education Plans for your pupils according to their individual needs, across the curriculum.
- To complete the planning and recording documentation as set out in the school's Assessment, Recording and Reporting procedures.
  - To contribute to annual and internal reviews for your pupils.
- To direct a team of teaching assistants with whom you work; promoting an atmosphere conducive to organised and productive teamwork.
- To have a sound working knowledge of current legislation and the National Curriculum.
- To be responsible for supporting the development of your staff team
- To support the meeting of objectives within the School Development Plan.
- To take responsibility for you're own professional development.
- To attend all staff meetings.



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- To act as supervisor to students placed with you in consultation with the Senior Teacher (Secondary)
- To ensure that matters concerning individual pupils are kept strictly confidential to the school and its staff.
- To fully participate in all activities with pupils as appropriate.
- To undertake such other 'reasonable' duties relevant to the school that may be required from time to time.
- To be involved in all curricular areas and activities.
- To be involved in personal care and positive interventions with some pupils as their special needs dictate.

**Specific Responsibilities.**

- To be responsible to the Headteacher for the co-ordination of specified curriculum areas throughout the school.
- To be responsible to the Headteacher for the development and documentation of specific curriculum areas throughout the school.
- To be responsible for the implementation and evaluation of programmes of study / schemes of work for specific curriculum areas.
- To set budgets, monitor, audit and order resources, maintain books, materials, equipment and facilities for the teaching of specific curriculum areas.
- To liaise with other schools and agencies when necessary.

The job description may be reviewed and amended when deemed necessary by the Headteacher, in consultation with the post holder.

Date Agreed: 11<sup>th</sup> January 2013

Alison Foster  
Head teacher