

## Class Teacher and Designated Provision Lead Job Description (Primary)

<b>Job purpose</b>	<p>To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher; and to share best practice across the school. The post holder would be expected to apply all policies within the school and to uphold high standards of work at all times.</p> <p>The DP Lead will work with the Headteacher and other senior leaders to formulate, monitor and review aspects of the School Development Plan and review and develop relevant policies and procedures.</p> <p>To be part of the Senior Leadership Team to lead and support staff in working towards a whole school culture whereby all pupils receive the best possible education and support.</p>
<b>Responsible to:</b>	Headteacher and identified members of the Senior Leadership Team
<b>Responsible for:</b>	The post holder will be responsible for the supervision of the work of Teachers and Teaching Assistants relevant to their responsibilities.
<b>Summary of key roles</b>	<p>In addition to the responsibilities of class teacher as set out in the teachers' pay and conditions document you will also undertake the following duties and responsibilities.</p> <ul style="list-style-type: none"> <li>• To monitor and report to parents on the progress of pupils</li> <li>• To assess pupils' achievements and progress in accordance with arrangements agreed within the school</li> <li>• To support colleagues in quality teaching through sharing of good practice</li> </ul> <p>The Designated Provision leader, under the direction of the Headteacher, will take lead responsibility of the Designated Provision to secure:</p> <ul style="list-style-type: none"> <li>• High-quality teaching</li> <li>• Effective use of resources</li> <li>• Improved standards of learning and achievement for all</li> </ul>
<b>Duties and responsibilities specific to the post</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the emotional, physical, academic and social welfare of all children across the school.</li> <li>• To effectively share best practice with colleagues across school.</li> <li>• To ensure that the needs of all pupils are met through highly effective teaching.</li> <li>• To effectively teach, according to their educational needs, pupils assigned to him/her in the designated class.</li> <li>• To prepare and plan lessons in order to achieve progression in pupils' learning, to participate in collective planning with colleagues and to identify clear learning objectives and content.</li> <li>• To understand the range of special needs that pupils may display and positively use a range of strategies to remove their barriers to learning.</li> <li>• To monitor the progress of pupils and to report this to parents.</li> <li>• To assess, record and report pupils' achievement and progress in accordance with agreed school policy and to use said assessments to effectively inform planning.</li> <li>• To participate in, and contribute to, staff and management meetings as appropriate.</li> <li>• To maintain discipline in accordance with school policy.</li> <li>• To conserve all the school's resources in accordance with good practice to avoid waste and inappropriate expenditure.</li> <li>• To be mindful at all times of personal safety and of the safety of others.</li> </ul>

	<ul style="list-style-type: none"> <li>• To develop good relationships with all within the school community.</li> <li>• To participate in the arrangements for monitoring, self – review, appraisal and in – service training.</li> <li>• To seek from pupils the highest standards of work and presentation.</li> <li>• To assist in the development of individual learning programmes for children of all abilities.</li> <li>• To seek to contribute actively to the aims of the school.</li> <li>• To contribute to the wider enrichment activities on offer to pupils.</li> <li>• To plan opportunities to contribute to pupils’ personal, spiritual, moral, social and cultural development.</li> <li>• To use computing technology to enhance professional effectiveness both in and out of the classroom.</li> <li>• To ensure coverage of the National Curriculum Programmes of Study</li> <li>• To take responsibility for helping meet aggregated school targets as determined by the Governors and school leaders.</li> <li>• To participate actively in initiatives for school improvement.</li> <li>• To complete SEND documentation when necessary.</li> <li>• To provide equal opportunities to all children.</li> <li>• To implement both the spirit and the detail of all school policies.</li> </ul>
<b>Duties and responsibilities specific to Designated Provision Lead</b>	<ul style="list-style-type: none"> <li>• Develop and implement policies for the Designated Provision in line with our school’s commitment to high-quality teaching and learning.</li> <li>• Have a good understanding of how well the curriculum is being delivered in Designated Provision classes the impact on pupil achievement.</li> <li>• Use this understanding to feed into the school development plan and produce an action plan for the Designated Provision.</li> <li>• Promote pupils’ spiritual, moral, social, cultural, physical and mental development alongside British values.</li> <li>• Consult pupils, parents and staff about the Designated Provision and its effectiveness, and assess the feedback against the school’s vision, values and aims.</li> <li>• Work with the special educational needs coordinator (SENDCO) to ensure the curriculum meets the needs of all pupils, including disadvantaged pupils and those with special educational needs and/or disabilities.</li> <li>• Work with subject leaders to understand how their subject is developed in the Designated Provision classes.</li> <li>• Liaise with the Local Authority and collaborative groups to share good practice across schools with Designated Provisions.</li> <li>• Share outstanding practice, knowledge and expertise throughout the school as appropriate.</li> <li>• Create a safe, welcoming environment and take care of the classroom accommodation.</li> <li>• Audit the indoor and outdoor learning spaces in the Designated Provision to evaluate the quality of the overall learning environment.</li> <li>• Ensure resources used are diverse, inclusive and accessible.</li> <li>• Ensure the effective induction and transition of pupils.</li> </ul>
<b>Generic duties and responsibilities</b>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:</p> <ul style="list-style-type: none"> <li>• school policies and guidelines on the curriculum and school organisation</li> </ul>

	<ul style="list-style-type: none"> <li>• local authority policies and procedures</li> <li>• National Teacher Standards</li> <li>• SEND Code of Practice and guidelines.</li> </ul> <p>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</p> <p>To undertake any other particular duty reasonably assigned by the Headteacher from time to time.</p>
<b>Performance</b>	This will be managed through the school's Appraisal Policy.