**JOB DESCRIPTION** LOCATION: Waverley School

SALARY SCALE: Main Pay Spine + 1st SEN Allowance

1. CLASS TEACHER

To be immediately responsible to the Head of Sector, and ultimately to the Head Teacher, and to undertake

the following duties and responsibilities:

**1.1** To fulfil a teaching commitment as outlined in the National Pay and Conditions for Teachers.

**1.2** To provide, coordinate and deliver a broad and balanced curriculum and to organise the classroom, its

resources and displays to create a stimulating learning environment.

**1.3** To provide detailed written records of the pupils learning objectives and their progress, I.E.P’s and Annual

Reviews.

**1.4** To develop and participate in personal hygiene programmes and eating and drinking programmes where

necessary.

**1.5** To take all reasonable steps to maintain good order among pupils, safeguarding their health and safe

both when they are authorised to be onSchool premises and when they are engaged in authorised School

activities elsewhere.

**1.6**  To ensure that the register is marked punctually and kept up to date as required by the law.

**1.7** To direct and coordinate Teaching Assistants and any student or volunteer assigned to the class for

whom responsibility has been allocated.

**1.8** To work closely as a team with colleagues and other professionals.

**1.9** To work in conjunction with other professionals from the Health Service to ensure that pupils medical and

physical needs are met appropriately.

**1.10** To develop good communications with parents/carers via appropriate means including Home/school

books, the telephone etc.

**1.11** To take an active part in whole school development planning.

**1.12** To be fully aware and adhere to all School policies for the curriculum, health and safety and those

pertaining to management issues.

**1.13** To ensure that duties are undertaken with due regard to the Council’s Health and Safety Policy and to

their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other

relevant subordinate legislation.

**1.14**  All staff have a responsibility to ensure they familiarise themselves with the risk assessments and

Individual Behaviour Plans (IBP’s) for all the pupils they work with. Staff must ensure they follow the safe

systems of working outlined in the Risk Assessment and IBP.

**1.15** To participate in appropriate meetings with colleagues, parents/carers and other professionals.

**1.16** To be a full member of the department team and to undertake department responsibilities, as agreed

with the Head of Sector.

**1.17** To undertake general duties as allocated by the Headteacher or Deputy Head, to assist in the daily

management of the School, provided that these duties are reasonable and necessary in relation to particular

circumstances.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone working in Waverley is expected to share this commitment.

MAy 2020