



Clarendon School

Job Description

Location:	Clarendon Secondary Centre, Twickenham TW2 7SL
Post title:	Class Teacher - Secondary
Contract:	Permanent
Grade:	Main Pay Range (+ 1 or 2 SEN points, dependent on experience)
Hours of duty:	Full time (1265 hours directed time)
Line manager:	Secondary Head of Centre

A. Curriculum

1. To deliver the agreed curriculum of the school with equal access for each pupil.
2. To undertake the planning, recording and monitoring of the agreed curriculum.
3. To liaise with other staff further to improve expertise in different areas of the curriculum.
4. To coordinate an agreed area of the curriculum throughout the school.

B. Resources

1. To create a well organised learning environment in the classroom.
2. Ability to use a range of technology effectively to support teaching, planning and assessments in the classroom.

C. Staff

1. To cooperate with other staff to enable them to fulfil curriculum and class responsibilities.
2. To manage a team of Teaching Assistants to support pupils, pastoral and learning needs.



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D. **Pupils**

1. To be responsible for the progress of each pupil in the teaching group.
2. To differentiate the curriculum for each child at an appropriate level.
3. To be responsible for the pastoral care of pupils in the class group in particular and in the school in general.
4. Where appropriate, to ensure that pupils work independently, cooperatively and collaboratively.
5. To encourage pupils to take an active role in the care and organisation of resources.
6. To follow all trust policies and procedures, including safeguarding and Code of Conduct.

E. **Undertaking other duties as may reasonably be expected**

1. To attend staff meetings as required.
2. To liaise with parents, governors and outside agencies when appropriate.
3. To undertake duties on a rota basis.
4. To supervise the movement of pupils with due regard to their safety.