

Anglesey County Council
Job Description
(Translated by the Council)

Job Title: Teacher

Department: Lifelong Learning

Section: Canolfan Addysg y Bont

Pay Scale: Main Scale

SEN Point: According to experience

Position in the system:

Accountable to: The Head Teacher

Responsible for:

- **Staff:** Class Team
- **Aspect/Subject:** Class Teacher

Finance: Class allocation and/or aspect where relevant

Job purpose: Teaching in a Special School (3 – 19): Class Teacher

Teachers' professional responsibilities and duties are included in Section 12 School Teachers annual Pay Document and Pay Conditions.

Key Tasks/Main Responsibilities:

- In every case with a view to the curriculum for the school, and in order to promote the development of the pupils' abilities and talents in any class or group appointed
- Plan and prepare courses and lessons
- Teach, according to their educational needs, the pupils appointed, including setting and marking work to be carried out by the pupil in school and in other places.
- Assess, record and report on pupils' development, progress and attainment
- Promote individual pupils' general progress and welfare and any class or group of pupils appointed
- Provide guidance and advice to pupils on educational and social matters and on their further education and their future careers, including information about sources of more specialized advice on specific questions; make relevant records and reports; make records of the pupils' personal and social needs and reports on them.
- Communicate and consult with pupils' parents
- Communicate and co-operate with individuals or bodies outside the school; and take part in meetings that have been arranged for any of the purposes described above.

- Provide oral and written assessments, reports and referrals, relevant to an individual pupil and groups of pupils or contribute towards them
- Evaluate the provision on class level and contribute to whole-school self-evaluation systems.
- Advise and co-operate with the head teacher and other teachers (or anyone or more of them) on preparing and developing study courses, teaching materials, teaching programmes, teaching and assessment methods and pastoral arrangement.
- Maintain good order and discipline amongst the pupils and safeguard their health and safety when authorized to be on the school premises and when they are engaged in authorized school activities somewhere else.
- Take part in meetings in the school in relation to the curriculum for the school or the school's administration or organization, including pastoral arrangements.
- Take part in arrangements for preparing pupils for external examinations, or other accreditations, assess pupils in a range of methods and record and give a report of such assessments; and take part in arrangements for presenting a range of information to parents/guardians and external agencies.
- Take part in administrative and organizational tasks relevant to such duties as described above, including directing or supervising those who provide support to the teachers in school; and attend assemblies, register pupil attendance and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Working arrangements

The working week: 32.5 hours

Venue: Canolfan Addysg y Bont

Bilingual requirements (English and Welsh): ESSENTIAL

Flexibility:

Note that specific duties and responsibilities in some cases are difficult to analyse in detail and they can change from time to time without changing the general character of the responsibilities or the level of responsibilities.

Review:

The job description was issued in April 2018 and it will be reviewed as necessary

Date agreed by the Postholder:

Postholder's Signature: