

<p><b>Class Coordinator</b></p>
<p><b>Job Details</b></p> <p><b>Salary:</b> AEM scale point</p> <p><b>Contract type:</b> Full Time, Term Time Working Pattern</p> <p><b>Reporting to:</b> Line Manager/ Subject Teacher</p> <p><b>Responsible for:</b> the daily organisation of their assigned class to include delivery of some lessons planned by subject teachers</p>
<p><b>Main Purpose</b></p> <ul style="list-style-type: none"> <li>• To provide a safe, low arousal and happy environment.</li> <li>• To support Subject Teachers in the responsibility for the education of the pupils in the class.</li> <li>• To oversee and organise a class daily with the support of a Subject Teacher.</li> <li>• To support the Subject Teacher responsible for the class to ensure high standards of learning and achievement for all.</li> </ul>
<p><b>Duties and Responsibilities</b></p> <p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• With support from the Subject Teacher/s deliver well-structured lessons to assigned classes and develop appropriate resources for this learning.</li> <li>• With support from the PHSE Teacher, deliver Personal Development sessions for the class which meet individual pupils EHCP and IEP targets.</li> <li>• Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values within the classroom and wider learning environment.</li> <li>• Teach individuals or groups of pupils within, or outside of, the classroom.</li> <li>• Deliver adapted lessons to class group to meet the individual needs of pupils and apply differentiated learning.</li> <li>• Use special equipment and facilities, such as smart boards, audio-visual materials and computers appropriately.</li> <li>• Communicate with the Subject Teacher responsible for the class.</li> <li>• Collaborate with the subject teacher responsible for the class and subject teachers to plan, deliver defined appropriate activities for the pupils and assess across the curriculum.</li> </ul>

<ul style="list-style-type: none"> <li>• To support and liaise with Subject Teacher about the organisation of learning outside the classroom in activities such as community visits, school outings, themed days or sporting events.</li> <li>• To liaise with the Subject Teacher responsible for the class and other Subject Teachers to support the assessment, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.</li> <li>• Promote the school's values, visions and aims within the delivery of the curriculum.</li> <li>• Contribute to statutory annual reviews or other related meetings, including involvement in reviewing education, health and care plans (EHCP).</li> <li>• With the Subject Teachers, set high expectations which inspire, motivate and challenge pupils.</li> <li>• Support Subject Teachers to achieve good progress and outcomes by pupils.</li> <li>• Implement appropriate interventions as directed by Subject Teacher/s.</li> <li>• To ensure good autism practice is embedded in all classroom activities and is constantly reviewed.</li> </ul>
<p><b>Leading and Managing Staff</b></p> <ul style="list-style-type: none"> <li>• With the support of the Subject Teacher responsible for the class, provide support to staff regarding teaching and learning, resources, and planning in the classroom.</li> </ul>
<p><b>Whole-School Organisation, Strategy and Development</b></p> <ul style="list-style-type: none"> <li>• Have up to date knowledge and always adhere to school and AEM policies and guidelines.</li> <li>• Make a positive contribution to the wider life and ethos of the school.</li> </ul>
<p><b>Health, Safety and Positive Behaviour Support</b></p> <ul style="list-style-type: none"> <li>• Promote the safety and wellbeing of pupils.</li> <li>• Ensure a low arousal approach in line with good autism practice.</li> <li>• Managing behaviour effectively to ensure a good and safe learning environment in line with the school's positive behaviour support ethos.</li> </ul>
<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Take part in further training and development to improve own skills in the quality of education.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively with pupils, parents and carers.</li> <li>• Develop and maintain professional relationships with parents, carers, and outside agencies.</li> <li>• With the support of Subject Teaches produce effective reports of a high standard.</li> <li>• Attend professional meetings as and when required.</li> </ul>
<p><b>Working with Colleagues and Other Relevant Professionals</b></p> <ul style="list-style-type: none"> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school.</li> </ul>

- Develop effective professional relationships with colleagues.
- To ensure that staff working with you are supporting the learning taking place and understand their roles and responsibilities.

**Personal and Professional Conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain the highest standards of professional conduct, attendance and punctuality

**Other Areas of Responsibility:**

- Deliver Personal Development sessions for the class group, based on the pupils EHCP and IEP targets, with the support of the PHSE teacher.
- Be involved in the delivery of whole school themed days and other whole school events.
- To safeguard and promote the welfare of pupils and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Class Coordinator will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.