



# **CROMWELL ACADEMY**

## **CLASS TEACHER JOB DESCRIPTION**

### **Year 4 (Maternity Cover)**

Cromwell Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Post Title:** Class Teacher

**Responsible To:** Headteacher

In accordance with the Academy's policies and under the direction of the Headteacher, teachers are expected to undertake the following:

#### **Teaching**

Having regard to the curriculum for the academy, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare all lessons in line with academy policy for planning
- teach to a good standard or better in all lessons
- aim to teach to an outstanding level where possible
- teach, according to their educational needs, all the pupils assigned to you,
- set and mark work to be carried out by the pupil in school and elsewhere;
- assess, record and report on the development, progress and attainment of all pupils

#### **Other activities**

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports;
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents/carers of pupils;
- communicate and co-operate with persons or bodies outside the academy; and
- participate in meetings arranged for any of the purposes described above, e.g. Friends of Cromwell Academy, ECO, School Council;
- participate in events within the Academy community e.g. concerts and Annual Academy Fete;

## **Assessments and reports**

- provide or contribute to oral and written assessments, reports (mid-year and end of year) and references relating to individual pupils and groups of pupils in line with academy policy;

## **Appraisal or review of performance**

- participate in arrangements made in accordance with the 2012 Regulations for the appraisal or review of your performance and that of other teachers;

## **Review, induction, further training and development**

- review from time to time your methods of teaching and programmes of work;
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements
- Support other staff enhancing their professional development as required

## **Educational methods**

- advise and co-operate with the Headteacher and other teachers on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

## **Discipline, health and safety**

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised academy activities elsewhere;

## **Staff meetings**

- participate in meetings at the academy which relate to the curriculum for the academy or the administration or organisation of the academy, including pastoral arrangements;

## **Cover**

- to supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any academy year).

## **External examinations**

- participate in arrangements for prepare pupils for external examinations, assess pupils for the purposes of such examinations and record and report such assessments; and participate in arrangements for pupils presentation for, and conduct, such examinations; (you are not required routinely to participate in any arrangements that

do not call for the exercise of a teacher's professional skills and judgement, such as invigilation).

### **Administration**

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons provide support for the teachers in the academy; and
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after Academy sessions.
- You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

### **Management**

- to act as the lead manager for all staff working within your classroom supporting staff with both professional and personal issues as and when required and share with the SLT/Headteacher to ensure matters can be resolved quickly and professionally.

Postholder: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_