**CHALFONT VALLEY E-ACT PRIMARY ACADEMY**

JOB DESCRIPTION – CLASS TEACHER

**Job Title:** Class Teacher

**Responsible to**: Head Teacher

**Professional Duties**

* To carry out the professional duties of a teacher, as circumstances may require, under the reasonable direction of the Principal in accordance with academy policies and the teacher standards. These duties include:
* Planning and preparing lessons;
* Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in the academy and elsewhere;
* Assessing, recording and reporting on the development, progress and attainment of pupils;
* Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you; making records of and reports on the personal and social needs of pupils;
* Providing guidance and advice to pupils on educational and social matters; making relevant records and reports;

* Communicating and consulting with the parents of pupils in line with the academy policy through discussions and use of website;
* Communicating and co-operating with persons or bodies outside the academy; and participating in meetings arranged for any of the purposes described above;
* Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;
* Advising and co-operating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;
* Maintaining good order and discipline among the pupils and safeguarding 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;
* Participating in meetings at the academy which relate to the curriculum for the academy or the administration or organisation of the academy, including pastoral arrangements;
* Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the academy;

(You are not required to routinely undertake tasks of a clerical or administrative nature that do not call for the exercise of your professional skills and judgement.)

* Attending assemblies, registering the attendance of pupils and supervising pupils.
* Attending courses and academy based in service workshops.
* Having regard to your own personal health and safety when on the premises or engaged in authorised academy activities elsewhere and alerting the Principal to any identified risks that require action
* Raise standards of pupil achievement
* Assist in the general leadership of the academy as a proactive and effective member of the senior leadership team.
* Ensure the day-to-day effective organisation and running of the academy including the deployment of staff as appropriate
* To undertake any professional duties, reasonably delegated by the Principal
* Take responsibility for promoting and safeguarding the welfare of children and young people within the academy
* Ensure all policies and procedures relating to safeguarding are fully implemented and embedded by the academy

**Leadership**

* Support the Principal and be an active member of the Senior Leadership Team in providing a clear vision and direction for the development of the academy.
* Taking a leading role in specific project(s) to be decided with the Principal and Senior Leadership Team.
* Contribute to the Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the academy's improvement plan.
* Assume responsibility for the management of the academy in the absence of the Principal and Vice Principal..
* Lead Key Stage 1 by monitoring standards, introducing initiatives and taking responsibility for this phase.
* Attend Leadership Team meetings as required, and report back to staff when necessary.
* Be a strong advocate for change and champion academy improvement.
* Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives
* Establish good relationships, encourage good working practices and support and lead teachers
* When required, lead the professional development of all staff through example, coaching peer support and target setting.
* Contribute to the audit of staff development and training needs and the provision of effective INSET.

**Performance Management**

* Participate in the academy’s arrangements for the appraisal and review of their own performance
* Reviewing from time to time your methods of teaching and programmes of work;
* Participating in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aim to meet the needs identified in appraisal objectives or in appraisal statements;

This job description has been prepared only for the purpose of academy organisation and may change either as your contract changes or as the organisation of the academy is changed. This job description will automatically be reviewed annually and may be amended at any time during the year after discussion with you.

* To undertake other duties as the Principal may reasonably direct subject to consultation.

**Post Holder:**

**Signed:** …………………………………..………. **Date:** ………………….

**Print Name:** …………………………………………….…..

**Principal:**

**Signed:** ……………………………………..……. **Date:** ………………….

**Print Name:** …………………………………..………..