# Class Teacher

**Hours**: Permanent, full time

**Salary**: MPS/UPS

**Responsible to**: Head of Department and Link Manager

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This document provides a brief outline of the core professional duties of all teachers employed at Ullswater Community College. Colleagues who are Form Tutors are expected to undertake additional tasks, defined in a different job description. Teachers who hold positions of responsibility will, necessarily, have additional duties; but the professional responsibilities described in the following pages are common to all teachers.

# Purpose

Promote effective learning and high standards of achievement for all students

# Key tasks

## General

* Within the general framework of school and Local Authority policies, and within the terms of the Teacher’s Pay and Conditions Document, all teachers are expected to carry out the professional duties described below under the reasonable direction of the Headteacher.
* It is expected that all teachers will actively support the aims, mission statement, values and policies of the school.

## Teaching

* Planning, preparing and recording lessons in accordance with published schemes of work and assessment information.
* Teaching assigned classes of students according to their educational needs, including the regular setting and marking of class work and homework.
* Assessing and recording the attainment and progress of students, in accordance with departmental and college policy.
* Implementing Individual Education Plans as agreed with the Special Educational Needs Manager.
* Implementing whole college initiatives, e.g. Secondary Strategy/Gifted and Talented as agreed with Headteacher/Head of Department.
* Working with Classroom Assistants as agreed with Learning Support Co-ordinator.

## Reports and Parents’ Evenings

* Providing or contributing to oral or written assessments and reports relating to individual students and groups of students.
* Communicating and consulting with parents.
* Participating in Parents’ Evenings and Open Evenings.

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## Behaviour, Health and Safety, Environment, Resources

* Maintaining good order, discipline, uniform, punctuality and attendance among pupils in accordance with published policy.
* Safeguarding the health and safety of students both in college and on authorised activities elsewhere.
* Maintaining and using resources in an appropriate manner.

## Examinations

* Participating in all arrangements relating to both internal and public examinations including:
  + - Preparation of students for examinations, including completion of coursework, assignments, etc.
    - Advising on entry to public examinations.
    - Participating in moderation and standardisation exercises.
    - Undertaking any examination invigilation agreed within the Workload Agreement.

## College Development

* Participating in the development of the college curriculum and its assessment and – more generally – the development of the college as a whole.

## Professional Development

* Participating in Performance Management Review.
* Reviewing from time to time teaching methods and programmes of work.
* Participating in arrangements for further training and professional development, including school-based INSET.
* Supporting the school’s programme for ITT.

## Meetings

* Attending parents meetings (see above).
* Participating in meetings in college relating to the curriculum, administrative or pastoral arrangements including:
  + Staff meetings.
  + Department meetings.
  + Year meetings if a Form Tutor.
  + Morning briefings unless on duty

## Cover and Absence

* Informing the college at the earliest opportunity that an absence is known.
* Covering for absent staff as agreed within the Workload Agreement.

## Administration and Supervision

* Participating in organisational and administrative tasks related to the duties described above, and the general efficient running of the college, including:
  + Dissemination of material to students and parents (newsletters, reports, notices, etc.), and checking reply slips where relevant.
  + Registering the attendance of students, both in lessons and form periods.
  + Completion of standard forms, requests for information, etc.
  + Attending assemblies (although teachers have the right to withdraw from an act of collective worship).
  + Supervising pupils at breaks or before and after college in some circumstances.