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# Sandringham School Academy Trust

## Job Description

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<b>Job Title:</b>	<b>Classroom Teacher</b>
<b>Accountable to:</b>	Director of Learning
<b>Accountable for:</b>	The provision of a full learning experience and support for students
<b>Salary:</b>	Classroom Teachers' Pay Scale

### Introduction:

Our agreed appraisal system will be used to review all teachers' performance throughout the year. This job description will be used as part of the review.

### Core Purpose of a subject teacher

- Under the reasonable direction of the Headteacher, carry out the professional duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher/Form Tutor
- To facilitate and encourage a learning experience which provides all students with the opportunity to achieve their highest potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

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### Key Tasks

- Have the highest expectations of all students;
- Ensure that teaching is within the framework of the specification, follows the Scheme of Learning and is in accordance with the policy of the Faculty and school;
- Prepare lessons thoroughly recording plans in the Teaching and Learning Planner and review regularly their content and relevance for students of varying abilities;
- Make learning outcomes explicit and discussing these with students at the start of and throughout each lesson;
- Greet students the beginning of each lesson. At the end of each lesson to leave the classroom in a tidy condition and at the end of the day to ensure that chairs are put on tables and windows are closed;
- Require a high standard of behaviour, conduct and uniform of students at all times;
- Complete electronic registration every lesson using Facility software;
- Follow the school's Behaviour Management Policy making full use of the rewards system for encouraging good work and promoting positive attitudes, and applying sanctions (consequences) where appropriate to maintain high standards;
- Use teaching and learning styles which are appropriate to the needs of the students and which accelerate learning and enhance interest, motivation and independence;
- Develop in students appropriate subject and study skills and prepare them for public examinations;
- Maintain and improve one's expertise, keeping up to date with contemporary development in subject matter and methodology. Be actively involved in INSET relating to personal, Faculty and whole school issues and in particular the pedagogy of teaching and learning;
- Mark and assess students' work, in accordance with the school Teaching and Learning Policy and Faculty teaching and learning policies with the requirements of examination boards and current legislation. Ensure feedback is formative and supports progression of learning;
- Be cognisant of students' prior attainment (e.g. KS2, KS3 and GCSE results) and have lesson plans which recognise the students' prior attainments;
- Ensure that students' progress is monitored in line with Faculty and school policy and that information concerning progress is available as required;
- Support school policy in the delivery of such areas of the curriculum as careers, life skills, lifelong learning, study skills, spiritual, moral, social and cultural issues, citizenship and sex and relationships;
- Write reports, references and other formal reporting systems as outlined in school procedures, to inform students' progress and achievement;
- Inform and consult with parents where appropriate and attend consultation meetings with parents as indicated in the annual programme;

- r) Attend meetings called by Directors of Learning or Leadership Group as indicated on the school plan of the year or agreed otherwise;
- s) Work with the Director of Learning and other members of the Faculty in designing and preparing courses and course material;
- t) Participate in the review of content, procedures and methodology of courses;
- u) Contribute to the curriculum of individual students by preparing, setting, assessing and marking work to do in school or elsewhere as required (e.g. because of exclusion or illness);
- v) Support the Faculty in the preparation, assessment, moderation and supervision of internal and external tests and examinations, as required by school policy;
- w) Monitor the condition and use of Faculty resources including furniture and rooms commonly used by the Faculty;
- x) Carry out a share of statutory supervisory duties in accordance with published rosters and to attend assemblies as appropriate;
- y) Ensure a stimulating and positive learning environment in teaching rooms;
- z) Respond to any reasonable request made by more senior colleagues to support the smooth running of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.