

CLASSROOM TEACHER JOB DESCRIPTION

Classroom Teachers will be responsible as described in the UK Department for Education (DfE)'s Teachers' Standards which has been used as the basis for the detailed job description below

Job title: Classroom Teacher

Reports to: Head of Department

Date: 2017

1 Purpose of Job

- To ensure the effective learning of students taught
- Planning and managing associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment
- To ensure effective pastoral care of students in designated tutor group
- To contribute to the wider success of the Faculty, Department and the College
- To promote and be involved in extra-curricular activities and the wider life of the college community

2 Main Areas of Responsibility (in addition to those of a Form Tutor)

- To set goals that stretch and challenge students of all backgrounds, abilities and dispositions to enable a culture of high expectations and standards in order to ensure the highest academic standards.
- To demonstrate consistently the positive culture, attitudes, values and behaviour which are expected of EC students.
- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach your subject at Key Stage 3, Key Stage 4 and Key Stage 5.
- To plan teaching to achieve progression in students' learning.
- To establish and maintain a purposeful working atmosphere which supports and encourages learning and progress.
- To be able to deliver lessons that are engaging and allows all students, regardless of ability, to make the required progress.
- To know when and how to differentiate appropriately, using personalised approaches to learning which enable students to be taught effectively so that individual learning needs are accurately met and all students achieve.
- To know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- To make consistent and continuous use of formative and summative assessment to actively track and review students' learning to ensure progress.
- To use relevant data to monitor progress, set targets, and plan subsequent lessons.
- To give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.
- To set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.
- Attend and contribute to departmental, faculty and staff meetings as appropriate.
- To communicate and consult with parents of students as necessary.
- To exploit opportunities to improve basic literacy, numeracy and ICT skills.
- To participate in staff development opportunities and accept responsibility for own professional development.
- Contribute to and help maintain a team and college ethos.
- To share your teaching resources and contribute to subject schemes of work (as required).
- To undertake a complete exam analysis in line with college policy.
- Undertake rigorous and effective performance management, in line with college policy
- To contribute to the College CPD programme.
- Following each student data collection window, review the outcomes and implement intervention strategies as appropriate and communicate effectively with all stakeholders.

- Contribute regularly to the college newsletter, including the submission of photos and videos.
- To be a role model for the whole college community, setting high professional standards and make a positive contribution to the wider life and ethos of the college.
- To generate and maintain high levels of community confidence in the college, particularly amongst students and their parents, actively involving the community in the life and development of the college, at all levels.
- To maintain and develop a welcoming, caring and inclusive environment which places the utmost importance on safeguarding the welfare of all students.
- To have clear rules and routines for excellent behaviour for learning in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the college in accordance with the college's behaviour policy.
- To have high expectations of behaviour, attendance and punctuality, and follow a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- To maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.
- To develop effective professional and collaborative relationships with colleagues, knowing how and when to draw on advice and specialist support, where individual staff accountabilities are clearly defined and understood and contribute to the overall success of the college.
- To build a college culture and curriculum that celebrates the richness and diversity of the college's communities, and an environment where all students know they are valued and will be supported to succeed
- To have proper and professional regard for the ethos, policies and practices of the college, and maintain high standards of attendance and punctuality.
- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- To show tolerance of and respect for the rights of others.
- To ensure personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

3 Line Management

- The line manager will be identified on appointment and will carry out the postholder's performance appraisal. Line management might change on an annual basis as a result of staff changes/post changes.
- Formal line management meetings will take place at least half termly and on an ad hoc basis at the request of either the line manager or the postholder.
- The Classroom Teacher will also report to the relevant Year Leader for their form tutor responsibilities

4 Supervision

- The majority of this work will be undertaken entirely without supervision. Matters of policy are discussed as the need arises with the line manager.

5 Safeguarding Children

- The college is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- An enhanced disclosure will be sought through the Criminal Records Bureau as part of the pre-employment checking process.

6 Additional Information

- This job description is based on the national teacher standards.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the postholder.

7 Contracted Hours and Pay Scale

- Please refer to your current offer letter and contract.