Job Description

Name:

Role: ***Class Teacher*** *Salary Range:* ***MPS/UPS***

Start: ***September 2018*** *Review Date:* ***July 2019***

Core Responsibilities

- *Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).*
- *Be a creative practitioner, working within a team to support the development of the academy's vision for educational excellence.*
- *Plan and prepare pupils' work and lessons within the parameters laid down by the Planning Policy and academy schemes of work.*
- *Differentiate work so that the needs of all children are met.*
- *Provide guidance and advice to pupils on educational, social and moral matters.*
- *Be prepared to take responsibility for an extra-curricular activity.*
- *Keep the Headteacher informed of issues arising / affecting the staff and wider school community.*
- *Generate an atmosphere of focus, drive and high expectations within your classroom.*
- *Advise and support, and hold to account, support staff in your team.*

General

- *Promote the agreed vision of the STEP Academy Trust.*
- *Be committed to raising standards of achievement.*
- *Provide a safe, welcoming, organised, creative and interesting learning environment.*
- *Be aware that each child has a right to equal opportunities and equal access to the curriculum.*
- *Implement all the policies agreed by the STEP Academy Trust.*
- *Maintain high expectations and insist the children always produce their best.*
- *Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere.*
- *Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.*
- *Work collaboratively with colleagues in a team, setting high professional standards.*
- *Take an active part in the life of the school.*
- *Keep notes on matters relating to your class including: interactions with parents and incidents involving children. Notes should be dated and key points outlined.*
- *Write and proof read end of year reports for your class, ensuring high standards of written English.*

Evaluation, Assessment and Record Keeping

- *Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.*
- *Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.*
- *Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.*
- *Set regular ambitious yet achievable targets for the children.*

Other Responsibilities

- *Participate in scheduled meetings, including a weekly team meeting.*
- *Participate in duty rosters, including taking assemblies, lunch and playtime duties.*
- *Participate in the school's arrangements for performance management and other professional development activities.*
- *Facilitate the training of students as required.*
- *Safeguard the health and safety of all children.*

For teachers M3 and above:

- *Take responsibility for a subject area, or Academy priority area, in line with the Academy's pay and conditions policy.*

Signed: _____ *Date:* _____