

## Job Description

<b>JOB TITLE</b>	Classroom Teacher
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**Basic Job Purpose** To carry out the duties and responsibilities of a classroom teacher.

### Main Teaching Responsibilities

1	Plan, prepare and deliver lessons to a range of classes
2	Regularly mark work, giving appropriate feedback and maintain records of pupils' progress and development
3	Follow relevant departmental schemes of work
4	Keep an up-to-date record of lesson plans
5	Maintain an up-to date record of assessments
6	Set extension studies as appropriate
7	Research new topic areas and maintain up-to-date subject knowledge
8	Support the development of new curriculum materials
9	Undertake pastoral duties by supporting pupils on an individual basis
10	Prepare pupils for external examinations, such as GCSE and A-level
11	Manage pupil behaviour in the classroom and on academy premises, and apply appropriate academy policies in cases of misbehaviour
12	Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs)
13	Participate in departmental meetings, parents' evenings and whole academy training events
14	Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers
15	Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

### General Duties

1	Support the main aims and policies of the academy
2	Assist in maintaining the ethos and promoting the values of the academy
3	Support the uniform/dress code for pupils and staff
4	Attend subject/team meetings in accordance with the academy's calendar
5	Where necessary undertake the duties and responsibilities of a form tutor
6	Assist members of the Faculty in delivering the programmes of study across all Key Stages
7	Plan schemes of work and programmes of study with members of the Faculty
8	Fulfil the school/national performance management requirements
9	Contribute to the wider life of the academy, including by being visible around the academy and participating in duties, extra-curricular activities and other events.
Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the MAT.	

Signed: ..... Job Holder

Date: .....

Signed: ..... Director, Human Resources

Date: .....