

## 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

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

### General Duties

<b>1</b>	Support the main aims and policies of the academy
<b>2</b>	Assist in maintaining the ethos and promoting the values of the academy
<b>3</b>	Support the uniform/dress code for pupils and staff
<b>4</b>	Attend subject/team meetings in accordance with the academy's calendar
<b>5</b>	Where necessary undertake the duties and responsibilities of a form tutor
<b>6</b>	Assist members of the Faculty in delivering the programmes of study across all Key Stages
<b>7</b>	Plan schemes of work and programmes of study with members of the Faculty
<b>8</b>	Fulfil the school/national performance management requirements
<b>9</b>	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: .....