**Class Teacher**

**Job Description**

**Teaching Responsibilities**

* Undertake the duties of a teacher as specified by the most recent School Teachers’ Pay and Conditions Document (STPCD).

**General**

* Promote the agreed vision of STEP Academy Trust.
* To support and promote the aims and ethos of Hawkes Farm and Burfield Academies.
* To provide an example of inspirational and outstanding teaching for colleagues.
* Be committed to raising standards of achievement.
* To play a leading role in the school improvement process.
* To contribute to the on-going process of Academy self-evaluation.
* Implement all the policies agreed by STEP Academy Trust, Board of Trustees and Strategic Governing Body.
* 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.
* Maintain high expectations and insist the children always produce their best.
* Work collaboratively with colleagues, setting high professional standards.
* Maintain good order and discipline amongst 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.
* Take an active part in the life of the Academy.

**Curriculum**

* Plan and prepare pupils’ work and lessons within the parameters laid down by our Planning Policy and school 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.

**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.
* Participate in the school’s arrangements for performance management and other professional development activities.
* Safeguard the health and safety of all children.