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| **Job Description** |

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| **Post Title:** | **Classroom Teacher** |
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| **Purpose:** | To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.  To monitor and support the overall progress and development of students as a teacher/Form Tutor.  To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.  To contribute to raising standards of student attainment.  To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. |
| **Reporting to:** | Subject responsibility Holders |
| **Accountabilities** | To be met in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties set out in that document and the professional standards for teachers. |
| **Advice and Technical Guidance to:** | Classroom Teachers |
| **Liaising with:** | Classroom teachers, Curriculum Leaders and staff with cross-school responsibilities and relevant support staff. |
| **Disclosure Level:** | Enhanced |
| **CORE RESPONSIBILITIES** | |
| **Key Responsibilities:** | * To be a model of excellent practice, maintaining a clear focus on outstanding delivery to learning, ensuring a centre of best practice and excellence. * To assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Development. * To contribute to the Curriculum Area and Department’s development plan and its implementation. |
| **Strategic Direction and Development Staff:** | * To assist the Head of Department/Subject Co-ordinator and the SMT Line Manager to ensure that the curriculum area provides a range of teaching which compliments the school’s strategic objectives. |
| **Teaching and Learning** | * To teach students, according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students which meets internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. * To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, department and school procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. * To take part in marketing and liaison activities such as Open Evenings, parents, Evenings, Review Days and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. |
| **Leading, Motivating Pastoral and Developing.** | * To be a Form Tutor to an assigned group of students. * To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. * To liaise with a Pastoral Leader to ensure the implementation of the school’s Pastoral System. * To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of Action Plans and progress files and other reports. * To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. * To contribute to PSHCE and citizenship and enterprise according to school policy. * To apply the behaviour management systems so that effective learning can take place. * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the school. * To follow agreed policies for communications in the school. |

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| **ADDITIONAL DUTIES:** |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for worship. * To promote actively the school’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health & Safety Policy and undertake risk assessments as appropriate. * To undertake any other reasonable duty requested by the Headteacher. |

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| **OTHER SPECIFIC DUTIES:** |
| To continue personal development as agreed.  To engage actively in the performance review process.  To undertake any other duty as specified by the School Teachers Pay and Conditions Body not mentioned in the above.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

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| This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title. |

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|  | **DATE** | **NAME** | **DESIGNATION** |
| PREPARED | April 2017 | LH | HR and Finance Manager |
| REVIEWED |  |  |  |
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