



JOB DESCRIPTION

POST: Class Teacher

REPORTING TO: Headteacher

RESPONSIBLE FOR: N/A

Job purpose

To carry out the professional duties of a teacher, as circumstances may require, under the reasonable direction of the Headteacher in accordance with academy policies and the teacher standards. These duties include:

Main Duties

- Planning and preparing lessons.
- Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in the academy and elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Promoting the general progress and wellbeing of individual pupils and of any class or group of pupils assigned to you; making records of and reports on the personal and social needs of pupils.
- Providing guidance and advice to pupils on educational and social matters; making relevant records and reports.
- Communicating and consulting with the parents of pupils in line with the academy policy through discussions and use of website.
- Communicating and co-operating with persons or bodies outside the academy; and participating in meetings arranged for any of the purposes described above.
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the academy premises and when they are engaged in authorised academy activities elsewhere.
- Participating in meetings at the academy which relate to the curriculum for the academy or the administration or organisation of the academy, including pastoral arrangements.
- Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the academy;

- Attending assemblies, registering the attendance of pupils and supervising pupils.
- Attending courses and academy based in service workshops.
- Having regard to your own personal health and safety when on the premises or engaged in authorised academy activities elsewhere and alerting the Headteacher to any identified risks that require action.
- To undertake other duties as the Headteacher or Assistant Headteacher may reasonably direct subject to consultation.
- Participate in the academy's arrangements for the appraisal and review of their own performance
- Reviewing from time to time your methods of teaching and programmes of work;
- Participating in arrangements for your further training and professional development as a teacher, including undertaking training and professional development which aim to meet the needs identified in appraisal objectives or in appraisal statements;

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

The Regional Directors and Headteacher are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.

Post Holder:

Signed: **Date:**

Print Name:

Headteacher:

Signed: **Date:**

Print Name:

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