|  |
| --- |
| **SPECIFIC JOB DESCRIPTION – CLASSROOM TEACHER** |
| **Reporting to**: Head of Faculty/Department**Responsible for**: The provision of a full learning experience and support for pupils.**Liaising with**: Head Teacher, Senior Leadership Team, teachers and support staff, LEA representatives, external agencies and parents. |
| **Key purpose** |
| The teacher will, under the reasonable direction of the Head Teacher:* Carry out the professional duties of a school teacher, as set out in the current School Teachers’ Pay and Conditions Document (STPCD).
* Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.
* Monitor and support the overall progress and development of students as a teacher/form tutor.
* Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* Contribute to raising standards of student attainment.
* Share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.
 |
| **Teaching** |
| The teacher will:* 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.
* Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
* Undertake a designated programme of teaching.
* Ensure a high quality learning experience for students which meets internal and external quality standards.
* Prepare and update subject materials.
* Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
* Maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* Mark, grade and give written/verbal and diagnostic feedback as required.
 |
| **Operational / strategic planning** |
| The teacher will: * Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and department.
* Contribute to the Curriculum Area and department’s development plan and its implementation.
* Plan and prepare courses and lessons.
* Contribute to the whole school’s planning activities.
 |
| **Curriculum provision** |
| The teacher will:* Assist the Head of Department along with the Deputy Head, Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives.
 |
| **Curriculum development**  |
| The teacher will:* Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s aims and strategic objectives.
 |
| **Staffing**  |
| The teacher will:* Take part in the school’s staff development programme by participating in arrangements for further training and professional development.
* Continue personal development in the relevant areas including subject knowledge and teaching methods.
* Engage actively in the Performance Management Review process.
* Ensure the effective/efficient deployment of classroom support.
* Work as a member of a designated team and to contribute positively to effective working relations within the school.
 |
| **Quality assurance**  |
| The teacher will:* Help to implement school quality procedures and to adhere to those.
* Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
* Seek/implement modification and improvement where required.
* Review from time to time methods of teaching and programmes of work.
* Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
 |
| **Management information**  |
| The teacher will:* Maintain appropriate records and provide relevant accurate and up-to-date information for MIS, registers, etc.
* Complete the relevant documentation to assist in the tracking of students.
* Track student progress and use information to inform teaching and learning.
 |
| **Communications & liaison** |
| The teacher will:* Communicate effectively with the parents of students as appropriate.
* Where appropriate, to communicate and co-operate with persons or agencies outside the school.
* Follow agreed policies for communications in the school.
* Take part in liaison activities such as parents’ evenings and liaison events with partner schools.
* Contribute to the development of effective subject links with external agencies.
 |
| **Management of resources**  |
| The teacher will:* Contribute to the process of ordering and allocation of equipment and materials.
* Assist the Head of Department to identify resource needs and contribute to the efficient/effective use of physical resources.
* Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.
 |
| **Pastoral system**  |
| The teacher will:* Be a Form Tutor to an assigned group of students.
* Promote the general progress and wellbeing of individual students and of the Form Tutor Group as a whole.
* Liaise with a Director of Learning / Head of Year to ensure the implementation of the school’s Guidance System.
* Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
* Contribute to the preparation of action plans and progress files and other reports.
* Alert the appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
* 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.
* Contribute to PSHE and Citizenship and Enterprise according to school policy.
* Apply the Behaviour Management systems so that effective learning can take place.
 |
| **School ethos**  |
| The teacher will:* Play a full part in the life of the school community, support its distinctive ethos, and encourage staff and students to follow this example.
* Support the school in meeting its legal requirements for worship.
* Promote actively the school’s corporate policies.
* Comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
 |
|  |
|  |
| **Note** |
| * Colleagues are advised to be aware of the criteria for successfully demonstrating that the requirements for Threshold Assessment and Performance Management can be met and verified.
* This job description does not replace or supplant the School Teacher’s Pay and Conditions document.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
 |
| **Progress review** |
| This job description is not exclusive of the full range of professional duties. Progress on all aspects of this job description will be reviewed on a regular basis and short-term targets agreed. |

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

**Revised by:** N. Ogden, Head Teacher

**Job description agreed and signed by post holder**: