



## JOB DESCRIPTION - CLASSROOM TEACHER

### 1. Title and Grade of Post: Classroom Teacher

### 2. General Professional Responsibilities

These are:

- 2.1 to support the school's aim to promote the improvement of standards of teaching and learning and to support those policies and procedures laid down by the Headteacher;
- 2.2 to teach students within the school;
- 2.3 to carry out such other associated duties as are reasonably assigned by the Headteacher.

### 3. Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

### 4. Relationships

- 4.1 the post holder is accountable to the Headteacher and to the Leadership Team;
- 4.2 the post holder is accountable to the subject leader in respect of the departmental/faculty timetable and curriculum development;
- 4.3 the post holder is accountable to the Deputy Headteacher (Pastoral) in matters of student development, monitoring of attendance, tutorial activities and academic monitoring;
- 4.4 the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning at The Highfield School.

### 5. Particular Responsibilities

- 5.1 to effectively teach, according to their educational needs, students assigned to the post holder;
- 5.2 to establish and maintain effective classroom management strategies ensuring that discipline is upheld in accordance with the arrangements in the school;
- 5.3 to effectively assess, record and report students' progress in accordance with The Highfield School's policies;
- 5.4 to promote equal opportunities at The Highfield School in accordance with the school's equality policies;
- 5.5 to control the use of books and other resources in accordance with departmental and school procedures;
- 5.6 to contribute to departmental meetings and towards the development of appropriate syllabuses, schemes of work and teaching materials used by the department;
- 5.7 to participate in further professional development, in accordance with departmental and whole school policies and procedures;





- 5.8 to promote, with colleagues, high standards of student conduct, dress and appearance;
- 5.9 to engage actively in the performance management review process;
- 5.10 to ensure the effective /efficient deployment of classroom support;
- 5.11 to contribute to the process of monitoring and evaluation of the work of the school in line with agreed school procedures;
- 5.12 to track student progress and use information to inform teaching and learning. This may include the analysis of appropriate data;
- 5.13 to track student progress and development in your role as a tutor, referring students when required to the appropriate person;
- 5.14 to promote as a tutor the general progress and well being of individual students and of the tutor group as a whole. This may include the analysis of appropriate data.

***This job description issued on 20<sup>th</sup> August 2014 may be amended at any time by agreement, but in any case will be reviewed on an annual basis.***

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***

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# THE HIGHFIELD SCHOOL

Headteacher: Mr Ian Morris BA (Hons)



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