

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Class Teacher</b>
<b>GRADE BAND</b>	<b>MPS / MPS – UPS as advertised</b>
<b>RESPONSIBLE TO</b>	<b>Principal / Faculty/Department Head</b>
<b>DEPARTMENT</b>	<b>Teaching – Contract Specific</b>
<b>DATE</b>	<b>July 2018</b>

<b>SIGNED</b>	
<b>PRINTED</b>	
<b>DATED</b>	

<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>• To deliver the curriculum to students within a KS 3/4/5 year group.</li> <li>• To help to ensure that all the children in KS 3/4/5 are able to learn and achieve to the best of their ability.</li> <li>• To maintain the positive ethos and core values of the school, both inside and outside the classroom</li> <li>• To support initiatives decided by the Principal and staff;</li> <li>• To plan appropriately to meet the needs of all students, through differentiation of tasks;</li> <li>• To be able to set clear targets, based on prior attainment, for students' learning;</li> <li>• To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;</li> <li>• To keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;</li> <li>• To ensure that the current national conditions of employment for school teachers are met.</li> </ul>

## **MAIN TASKS, DUTIES & RESPONSIBILITIES**

### **Pastoral Care**

- To help promote and safeguard the welfare of all children.
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
- Ensure that a high standard of care and good order for all children is maintained.

### **Teaching**

- Prepare and deliver lessons to classes of different ages and abilities
- Mark work, give appropriate feedback and maintain records of students' progress and development
- Research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials
- Select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards
- Prepare students for qualifications and external examinations
- Manage student behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- Undertake pastoral duties, such as taking on the role of form tutor, and supporting students on an individual basis through academic or personal difficulties
- Communicate with parents and carers over students' progress and participate in departmental meetings, parents' evenings and whole-school training events
- Liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers
- Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers (NQTs) appropriate to experience level.
- Organise and participate in extracurricular activities, such as outings, social activities and sporting events

### **Communication and Community Links**

- To fully support the life and work of the school.
- To develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors.
- To ensure that parents and pupils are well informed about the Key Stage curriculum, attainment and progress and are able to understand and contribute to targets for improvement.
- To participate in meetings which relate to the school's management, curriculum, administration or organisation

### **Additional Duties and Responsibilities:**

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Principal.
- Report any safeguarding issues encountered to your safeguarding officer, Vice Principal or Principal ASAP.

## **Culture**

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

## **ADDITIONAL DUTIES & RESPONSIBILITIES**

- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

## PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
<b>Qualifications, Education and Training</b>			
Qualified Teacher Status	D	X	
Assessed as a good or outstanding teacher	E	X	
Relevant specialist qualifications and experience in your subject specialism	E	X	
Evidence of continuing professional development	E		X
<b>Experience and Knowledge</b>			
Thorough knowledge and understanding of the curriculum requirements and developments within your subject specialism	E	X	X
Evidence of commitment to the principles and policies of equal opportunities	D		X
Secure knowledge and understanding of a range of assessment for learning strategies	E		X
Secure knowledge and understanding of how to make effective personalised provision for all pupils, including those for whom English is an additional language and pupils who have special educational needs	E	X	X
<b>Skills and Abilities</b>			
Ability to use assessment to raise standards of achievement	E	X	X
Ability to teach any of the noted: KS3, KS4, KS5	E	X	X
Work closely with leadership team taking a leading role in developing, implementing and evaluating policies and practice	E		X
Ability to motivate pupils and colleagues to recognise and respond to the diverse needs of learners	E		X
Ability to design opportunities for learners to develop their thinking and learning skills within your subject area	D		X
<b>Values and Behaviours</b>			
Good communication skills	E		X
<b>Contacts and Relationships</b>			
<b>Physical, Mental and Emotional Demands</b>			
<b>Special Requirements</b>			