

JOB DESCRIPTION

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

Post Title: Class Teacher

Responsible to: Principal

Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document which you are required to carry out, along with any other duties the Principal may reasonably direct. This job description may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. All teachers must be able to demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and correct use of standard English, whatever the teacher's specialist subject. As a teacher you are expected to meet the teacher's standards.

Responsibilities:

As a Class Teacher you are expected to undertake the following responsibilities:

Teaching, Assessment, Recording and Reporting

1. To create and maintain an appropriate, safe and stimulating learning environment which promotes learning and the desire to learn in teaching areas and shared areas of responsibility
2. To promote the well-being, high standards of behavior and discipline and educational progress of all pupils, through a variety of teaching styles and learning situations that enhance and facilitate a learning environment which produces motivated, happy and well-rounded individuals.
3. To have a good knowledge of and teach within the curriculum guidelines and school policies, making appropriate use of these in conjunction with statutory obligations to provide a broad, balanced creative curriculum which is relevant to and differentiated for the pupils.
4. To develop the classroom environment and your methods of teaching in line with the current thinking and practice including through liaison with the school team and external agencies.
5. To undertake professional development to develop own teaching skills and areas of responsibility to the benefit and development of the whole school.
6. To liaise with other teachers in planning, delivery, evaluation and assessment observing and reporting on each area of the curriculum, especially the development and tracking of long term plan for the creative curriculum.
7. To assess the work of pupils on a regular basis in line with school policy, recording formative and summative assessments, tracking and reporting pupils' progress through the use of school current assessments and standard assessment tests.
8. To attend pupil progress meetings and taking any actions identified in them to promote the learning and progress of all pupils.
9. To prepare a summative assessment once each year for the purpose of providing a written report for those with parental responsibilities.
10. To ensure that the preparation, marking and recording of assessments of pupils' work is carried out professionally and in accordance with agreed school policies.

11. To submit medium term and weekly planning forecast of work in line with school planning policies, maintaining own copies of plans with annotated assessment notes which inform future planning.
12. To understand and carry out the further duties associated with the role of class teacher including fostering a welcoming caring ethos that values the contribution and achievements of all members of the school community and leading assemblies.
13. To ensure that preparations for parental consultation evenings are conducted in accordance with agreed school policies.
14. To set and monitor homework in line with school policy.
15. To promote the general ethos of the School.
16. To promote and maintain good home/school liaison and being readily available to parents for discussions and conveying relevant information to them when appropriate.
17. To provide advice and guidance to pupils on social and educational matters.
18. To encourage the development of a moral and spiritual dimension among pupils.
19. To maintain awareness of current Health and Safety guidance and be responsible for the risk assessments of your own teaching areas within the Academy's policy for Health and Safety.

Appraisal

20. To participate in arrangements for the appraisal of your own performance.

Further Training and Professional Development

21. To keep under review our methods of teaching and programs of work, and participate in arrangements for your further training and professional development as a teacher

Curriculum Development

22. To participate in the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.
23. To take responsibility for specific curriculum subject(s) when and if required.

Discipline, Health and Safety

24. To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorized to be on the school premises and when they are engaged in authorized school activities elsewhere.

Staff Meetings

25. To participate in meetings at the school which relate to the curriculum for the school or the administration or organization of the school, including pastoral arrangements.

Administration

26. To participate in administrative and organizational tasks related to the duties described, including registering attendance of pupils.
27. To manage or supervise anyone providing support in your class.
28. To contribute to the overall life of the school.
29. To take on and develop any additional areas of responsibility in line with the needs of the school and commensurate with your experience