



THE FULBRIDGE ACADEMY JOB DESCRIPTION

POST TITLE: Class Teacher

The Fulbridge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

In accordance with the Academy and Trust policies and under the direction of the Head:

Teach

Having regard to the curriculum for the school, and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to you:

- plan and prepare courses and lessons;
- teach, according to their educational needs, the pupils assigned to you,
- set and mark work to be carried out by the pupil in school and elsewhere;
- assess, record and report on the development, progress and attainment of pupils;

Other activities

- promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further education and future careers, include information about sources of more expert advice on specific questions; make relevant records and reports;
- make records of and reports on the personal and social needs of pupils;
- communicate and consult with the parents of pupils;
- communicate and cooperate with persons or bodies outside the school; and
- participate in meetings arranged for any of the purposes described above;

Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality, Internet use and data protection, dealing with/reporting concerns to an appropriate person.
2. Be responsible for the provision of out-of-school learning activities within guidelines established by the school. Supervise pupils on visits and trips as required.
3. Develop and maintain effective relationships with staff, parents, carers or relevant external agencies.
4. Attend and participate in regular meetings as required.
5. Attend professional training days.

Assessments and reports

- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Appraisal or review of performance

- participate in arrangements made in accordance with the 2002 Regulations or the 2006 Regulations for the appraisal or review of your performance and that of other staff;

Review, induction, further train and development

- review from time to time your methods of teaching and programmes of work;
- participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in planning and review statements

Educational methods

- advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline, health and safety

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings

- participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover

- To supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them (you will not be required to provide such cover for more than 38 hours in any school year).

External examinations

- participate in arrangements to prepare pupils for external examinations, assess pupils for the purposes of such examinations and record and report such assessments; and participate in arrangements for pupils presentation for, and conduct, such examinations;(you are not required routinely to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement, such as invigilation)

Administration

- participate in administrative and organisational tasks related to such duties as are described above, include the direction or supervision of persons provide support for the staff in the school; and
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- You are not required routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgment.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed:

Date:

Print Name: