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| Gonville Logo Blue | Job Description |

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| Name: |  |
| Role: | **Class Teacher** | Salary Range: | **MPS / UPS** |
| Start:  | **February 2018** | Review Date: | **July 2018** |

#### **Core Responsibilities**

* *Undertake the duties of a teacher as specified by the most recent School Teachers’ Pay and Conditions Document (STPCD).*
* *Be a creative practitioner, working within a team to support the development of the academy's vision for educational excellence.*
* *Plan and prepare pupils’ work and lessons within the parameters laid down by the Planning Policy and academy schemes of work.*
* *Differentiate work so that the needs of all children are met.*
* *Provide guidance and advice to pupils on educational, social and moral matters.*
* *Be prepared to take responsibility for an extra-curricular activity.*
* *Keep the Headteacher informed of issues arising / affecting the staff and wider school community.*
* *Generate an atmosphere of focus, drive and high expectations within your classroom.*
* *Advise and support, and hold to account, support staff in your team.*

***General***

* *Promote the agreed vision of the STEP Academy Trust.*
* *Be committed to raising standards of achievement.*
* *Provide a safe, welcoming, organised, creative and interesting learning environment.*
* *Be aware that each child has a right to equal opportunities and equal access to the curriculum.*
* *Implement all the policies agreed by the STEP Academy Trust.*
* *Maintain high expectations and insist the children always produce their best.*
* *Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere.*
* *Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.*
* *Work collaboratively with colleagues in a team, setting high professional standards.*
* *Take an active part in the life of the school.*
* *Keep notes on matters relating to your class including: interactions with parents and incidents involving children. Notes should be dated and key points outlined.*
* *Write and proof read end of year reports for your class, ensuring high standards of written English.*

***Evaluation, Assessment and Record Keeping***

* *Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.*
* *Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.*
* *Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.*
* *Set regular ambitious yet achievable targets for the children.*

***Other Responsibilities***

* *Participate in scheduled meetings, including a weekly team meeting.*
* *Participate in duty rosters, including taking assemblies, lunch and playtime duties.*
* *Participate in the school's arrangements for performance management and other professional development activities.*
* *Facilitate the training of students as required.*
* *Safeguard the health and safety of all children.*

*For teachers M3 and above:*

* *Take responsibility for a subject area, or Academy priority area, in line with the Academy’s pay and conditions policy.*

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| *Signed:* |  |  | *Date:* |  |