Cheslyn Hay Sport and Community High School

Classroom Teacher
Job Description

Introduction
The following generic responsibilities are consistent for all Classroom Subject Teachers. All teachers will be expected to meet the appropriate Teacher Standards / Post Threshold Standards as a minimum requirement (relevant to experience)

Salary Grade: Main Pay Scale
Responsible to: Headteacher, SLT, Head of Department

Responsible for: Ensuring that pupils make progress and have the opportunity to achieve their potential and meet high expectations. Delivering the Programme of Study and schemes of Work as appropriate and as directed by the Head of Department

Purpose

- To provide a quality of teaching and learning provision that can be judged to be at least 'good' (according to the Ofsted evaluation framework) and ensures all students make at least good progress
- Be accountable for the attainment and progress of all students who are taught by the post holder
- Supervise and guide the work of any support staff who are assigned to work with post holder's classes/students
- To provide pastoral support and guidance for all students in the post holder's care, classes or form group teaching and learning across the school

Teaching and Learning

- To set clear learning objectives and plan for and teach across the whole age and ability range for an appropriate proportion of the week
- Use data to plan lessons learning materials and questions to motivate and support all students to make at least good progress
- To have high aspirations and set challenging targets for all students
- To set high expectations for students behaviour, learning, motivation and presentation of work by establishing a purposeful working atmosphere and providing challenging and inspirational learning experiences
- To work in collaboration with Learning Support Assistants assigned to any teaching group/student within the group
- Take account of students' prior attainment, learning styles and needs and use them to set appropriately challenging targets and learning activities
- To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning
- To provide intervention activities for those students who need support to boost attainment/progress or who require additional challenge
- Set work for students absent from school for health or disciplinary reasons
- To manage the behaviour and discipline of students within the classroom in line with the school's Behaviour for Learning Policy
- To ensure that teaching room, resources and equipment are maintained in good order with particular regard to Health & Safety and security of property
- To use ICT and other technologies and learning resources as learning tools to inspire and motivate learners
- To ensure that a stimulating learning environment is maintained in the classroom including provision of a high quality of display

Assessment Recording and Reporting

- To maintain plans of lessons undertaken and records of students' work, their attendance and attainment
- To mark, assess and return students work in line with school policy, providing constructive oral and written feedback with clear targets and guidance for future improvement
- To keep high quality records to promote tracking and monitoring of student progress using data and teacher assessment records
- Use data to set aspirational targets and plan challenging activities
- To report and record student attainment, progress and results of assessments within the school's recording and reporting structure
- To set and mark examinations assessments and coursework as assigned by Head of Department or other school leaders
- Attend the appropriate Parents' Evenings/Target Days and individual meetings to keep parents/carers informed as to the progress of their child towards targets
- Be familiar with school records and information relating to students who have additional needs (including those who are gifted and talented) and use this information to ensure all students can access the curriculum and are supported to attain well and make at least good progress

Pastoral Responsibilities

- To take responsibility for promoting and safeguarding the welfare of children and young persons
- To participate in the pastoral organisation of the school as a form tutor, if required
- To be the first point of contact for parents/carers in the assigned tutor group
- To monitor and set targets for the social and academic progress of individuals in the tutor group
- To undertake responsibility for the delivery of the Well-being and tutorial programmes to the tutor group as required
- To promote good attendance and punctuality and monitor in accordance with the school's Attendance Policy providing support/intervention for those who find it hard to maintain high standards

General Professional Responsibilities

- To attend meetings as part of the agreed meeting cycle
- To undertake professional development identified through the performance management/appraisal structure and as organised for staff to promote individual and whole school improvement work
- To support and implement all relevant teaching and learning area policies, including the Code of Conduct for staff and whole school policies
- To act as a role model to students in respect of dress, attendance and punctuality and general conduct
- To ensure that all deadlines are met as published in advance
- To undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Head Teacher (e.g. duties, emergency cover)
- To fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document

Teachers in the Upper Pay Scale *(UPS) can be expected to make a particular contribution to the development and improvement work of Teaching & Learning across the school in line with statutory requirements to meet threshold standards. In particular teachers at UPSl/2/3 will:*

- *Provide a model of high quality professional practice*
- *Make a distinctive contribution compared with MPS teachers*
- *Consistently provide at least a good quality of teaching and learning for students, with potential to develop outstanding practice*
- *Make a significant contribution to the improvement of work of the school*

This is the draft job description and is subject to annual review.