Wymondham High Academy
Job Description

Name:	
Job Title:	Class Teacher - Secondary
Salary range / job grade:	MPS/UPS/UQTPS
Responsible to:	Team Leader, Head of Department
Responsible for:	The provision of a full learning experience and support for students.
Effective Date:	
Working Time:	• Be available to teach pupils for 190 days of the school year • Be available for 5 extra days which will be specified by the Trust or Headteacher/Principal • Be available to perform duties as specified by the Headteacher/Principal for 1265 hours in any school year. • The above points will be pro rata for all part time posts • Participate in any reasonable activities of a professional nature as directed by the Headteacher/Principal.

Role and Context

Duties and Responsibilities:

Teaching:

- Plan work in accordance with departmental schemes of work and national curriculum programmes of study.
- Take account of students' prior levels of attainment and use them to set future targets.
- Set work when required for absent students.
- Maintain good discipline by following the school's student disciplinary policies and procedures.
- Ensure punctuality and establish a purposeful working atmosphere during all learning activities.
- Maintain excellent classroom management with due regard to health and safety policies.
- Set appropriate and challenging work for all students.
- Ensure effective setting of homework and ensuring comprehensive feedback to students.

Assessment, recording and reporting:

- Keep appropriate records of students' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Use the schools marking scheme at all times.
- Carry out assessment programmes, as agreed by the school, faculty or department.
- Complete records of achievement in line with school policy.
- Complete student reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

	Pastoral work: • Undertake responsibility for a form group. • Monitor and set targets for the social and academic progress of all students in the form. • Endeavour to build up a good relationship with the students in the form, so that they will look to the teacher for support and advice. • Command high standards of student behaviour and conduct at all times and support the school in its application of related policies. • Report issues of concern to the appropriate senior staff. • Maintain an accurate register of attendance and do everything possible to encourage good attendance. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. The teacher will be a part of the school's appraisal scheme. They will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date. Attend and contribute to key stage, subject and team and full staff meetings. The post holder will be expected to fulfil the Teachers' professional standards. As defined in the STPCD – to occasionally undertake rarely cover. In relation to the Academy's strategic plan, contribute towards the goals and targets. Maintain a professional interest in educational initiatives relevant to the teacher's subject(s).
Relationships:	Working closely with: • All teaching and non-teaching staff • Pupils • Parents.

General Information:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Review:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signature: **Date:**