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| **Post title:** | **JOB DESCRIPTION – CLASS TEACHER** |
| Responsibilities: | * To plan and teach a broad, balanced, relevant and differentiated curriculum to a class (or classes where appropriate)
* To provide a supportive learning environment which stimulates learning
* To direct the activities of support staff or helpers in their work with pupils
* To monitor and support the development of pupils
* To contribute to the identification of, and provision for, pupils with additional needs
* To contribute to raising standards of pupil achievement
* To provide and monitor opportunities for personal and academic growth
* To provide high quality feedback to pupils and set homework as appropriate
* To contribute to the school’s development plan and its implementation
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| Reporting to: | * Headteacher
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| Liaising with: | Headteacher/Deputy Head/Assistant Heads/teaching and support staff/external agencies/parents |
| Disclosure level: | Enhanced |
| **MAIN (CORE DUTIES**) |
| Curriculum: | * To assist in the process of curriculum development in order to improve the quality of teaching and learning
* To assist the SLT in ensuring that each key stage provides a range of teaching which complements the school’s strategic objectives
* To assist in the development and use of appropriate schemes of work, resources, policies and teaching strategies
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| Staffing: | * To take an active part in the school’s CPD programme
* To engage fully in the Performance Management process
* To work as a member of a team and contribute positively to effective working relations within school
* To keep up-to-date with statutory Child Protection training
* To keep up- to date with current pedagogy and educational initiatives
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| Quality assurance: | * To help to implement the school’s quality assurance and monitoring procedures
* To review, as required, teaching methods and schemes of work
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| Management: | * To maintain records
* To provide relevant and up-to-date information on pupils
* To contribute to tracking data regarding pupil progress
* To use data to inform teaching and learning
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| Communication: | * To communicate effectively and regularly with parents, as per the school’s expectations
* To work with external agencies as appropriate
* To follow agreed policies regarding communication in school
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| Resources: | * To identify resource needs
* To ensure that the use of resources is effective and of benefit to the school and pupils
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| Pastoral Duties: | * To promote the general progress and well-being of all students
* To follow the protocols and policies regarding the pastoral care of pupils
* To encourage full and active participation in all aspects of school life
* To apply the school’s behaviour management and attendance policies and systems
* To contribute to the preparation of action plans and risk assessments for individual pupils
* To maintain high standards of conduct by using appropriate rewards and sanctions, thus contributing to a safe, secure and supportive environment
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| Teaching: | * To plan and teach high quality lessons
* To use a variety of teaching methods designed to stimulate learning
* To plan and teach lessons which meet internal and external quality standards
* To maintain good discipline and use a variety of behaviour management strategies, promoting active participation in learning
* To prepare and update high quality teaching materials which reflect current practice
* To undertake formal assessment of pupils, in line with statutory testing or the school’s own procedures
* To assess, record and report on the attendance, progress, development and attainment of pupils
* To mark, level /grade and give high quality diagnostic feed- back to pupils
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| **Other specific duties:** |
| * To prioritise the safety and wellbeing of pupils at all times
* Work within and promote Trust and school policies, including those for child protection, safeguarding and health & safety
* To meet all Professional Teachers’ Standards
* To play a full and active role in the life of the school
* To support the school in its mission and ethos
* To support the school in meeting its requirements for assemblies
* To undertake any other duty as specified by the Headteacher
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