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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 |
| Reporting to: | * Headteacher |
| 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 |
| 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 |
| Quality assurance: | * To help to implement the school’s quality assurance and monitoring procedures * To review, as required, teaching methods and schemes of work |
| 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 |
| 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 |
| Resources: | * To identify resource needs * To ensure that the use of resources is effective and of benefit to the school and pupils |
| 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 |
| 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 |
| **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 | |