**Job Description: Classroom Teacher**

**Grade: Mainscale**

**Directly responsible to: Head of Department**

**PRINCIPAL RESPONSIBILITIES:**

1. The education and welfare of designated groups of students as set on the school timetable in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school’s aims, objectives and schemes of work, and any policies of the Governing Body.
2. To share in the corporate responsibility for the wellbeing and discipline of all students.

**KEY DUTIES AND RESPONSIBILITIES:**

* To set challenging teaching and learning objectives which are relevant to all students in their classes.
* To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess students’ learning.
* To select and prepare resources, taking into account students' interests and their learning needs, language and cultural backgrounds.
* To contribute to teaching team meetings and events.
* To plan for the deployment of any support staff who are contributing to students' learning.
* To plan opportunities for students to learn in out of school contexts.
* To produce long and short term planning in accordance with school policy and procedures and within required deadlines.
* To implement and review the subject development plan in conjunction with the Leadership Team and/or line manager.
* To develop and audit schemes of work and other documentation related to the subject taught to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met.
* To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.
* To manage the resources available for subject taught and make recommendations in order to maintain and develop curriculum provision.

**MONITORING AND ASSESSMENT**

* To make appropriate use of monitoring and assessment strategies to evaluate students' progress towards planned learning objectives.
* To use monitoring and assessment information to inform planning and teaching.
* To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support students' learning.  
  To involve students in reflecting on, evaluating and improving their own performance and progress.
* To assess students' progress accurately against appropriate levels.
* To identify and support students with differing levels of ability and those experiencing behavioural, emotional, and social difficulties.
* To identify the levels of attainment for students learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support.
* To record students' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.

**TEACHING AND CLASS MANAGEMENT**

As a Form Tutor:

* + - Track and monitor the progress and achievement of students in a form, using mentoring and target setting to maintain levels of progress and prevent underachievement.
    - To be involved in activities and events associated with the year group e.g. Progress Evenings, Work Experience.
    - To ensure weekly routines are followed and high standards are maintained.
* To have high expectations of students and build successful relationships centred on teaching and learning.
* To establish a purposeful learning environment where diversity is valued and where students feel safe, secure and confident.
* To teach the required or expected knowledge, understanding and skills relevant to the curriculum for students at their stage of learning.
* To teach clearly structured lessons or sequences of work which interest and motivate students, make learning objectives clear, and employ appropriate teaching methods.
* To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning.
* To differentiate teaching to meet the needs of students of all ability ranges taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress.
* To organise and manage teaching and learning time effectively.
* To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively.
* To set high expectations for students' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage students' behaviour constructively and promote self-control and independence.
* To use ICT effectively in delivery of teaching and learning.
* To take responsibility for teaching a class or classes over a sustained and substantial period of time.
* To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages students to learn independently.
* To work collaboratively with other professionals and manage the work of support staff to enhance students' learning.
* To recognise and respond effectively to equality issues as they arise in the classroom and challenging stereotyped views, bullying and harassment in accordance with school policy and procedures.
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To attend and participate in regular meetings.
* To participate in training, continuous professional development and other learning activities as required including participation in the school's performance management arrangements.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team. This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Trade union representation will be welcomed in any such discussions.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.