**Castle Hill Academy**

**Job Description: Class teacher**

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| **Job Title** | Class Teacher |
| **Salary scale** | Main |
| **Responsible to** | Headteacher |
| **Responsible for** | Foundation Subject |
| **Line managed by** | Headteacher in all matters and relevant member of school leadership group |
| **Purpose of Job** | |
| 1. To carry out the duties of a school teacher as set out in 2015 School Teachers’ Pay and Conditions Document.  2. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support the designated curriculum area as appropriate.  3. To oversee a foundation subject as directed by Headteacher | |
| **Generic Responsibilities (Class teacher)** | |
| 1. To teach a class at any level throughout the school.  2. To be a committed and active member of the staff team and school community.  3. To share the planning within a specified year group and to prepare and evaluate activities that lead to the effective education of the pupils in your charge, through half-termly, weekly and daily plans.  4. To liaise effectively with appropriate teachers when providing cover for your class, including supply cover for course attendance and PPA release.  5. To maintain effective records of pupil progress of the assigned class, including groups and individual pupils, using whole school agreed system, teacher assessment and any other agreed system.  6. To ensure the good behaviour of all pupils in the school, supporting whole school procedures, especially those in your care.  7. To be committed to the maintenance of high standards and equality of education throughout the school.  8. To follow the agreed school procedure for the display and presentation of pupils’ work, ensuring that appropriate support staff are briefed fully regarding the presentation of a display should you decide the need for one.  9. To meet and inform parents of their children’s progress, attitudes, attainment and targets through formal and informal meetings, both before, during and after school.  10. To become a member of a parental engagement team as part of the planned programme of professional development meetings.  11. To promote the vision, aims and values of the school and to contribute to their development.  12. To play a full part in the life of the school, including staff meetings and briefings, INSET, assemblies, liaising with key stakeholders and school policymaking.  13. To participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities (such as work and planning samples, moderation etc).  14. To implement all school policies, promoting equal opportunities for all.  15. To undertake any other particular duty reasonably assigned by the Headteacher from time to time.  16. To ensure the safeguarding of all pupils. | |
| This job description will be reviewed annually as part of the performance management review process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and post holder.    Signed: Date: | |