



**JOB TITLE:** Classroom Teacher

**RESPONSIBLE TO:** Head of Department

**SALARY RANGE:** MPS/UPS

**Overall purpose of the role is to:**

- carry out the professional duties of a teacher, as circumstances may require, in accordance with the school's policies under the direction of the Headteacher
- be committed to inclusive education
- promote and safeguard the welfare of students at Hazelwick School

**Responsibilities will include:**

#### **Curriculum**

- planning and preparing lessons and resource materials that lead to an appropriately differentiated curriculum to meet the needs of all students
- ensuring that the subject area scheme of work is followed and that work is planned well in advance of delivery
- ensuring that the progress and achievements of each student are monitored and recorded
- setting and monitoring homework assignments regularly in accordance with school policy
- monitoring and assessing student achievement in accordance with school policy
- ensure that students are entered for appropriate examinations consistent with their achievements to date and their potential
- preparing constructive and developmental reports for parents, attending relevant Parents' Evenings and meeting parents at other times necessary for ensuring maximum student achievement
- maintaining record books, mark books and registers to a high standard, making them available for regular review by Senior Managers and Heads of Department
- differentiating work to meet individual needs and promoting equal opportunities
- communicating effectively with form tutors, Heads of Year, parents, Heads of Department and senior staff as appropriate, in order to maximise the opportunities for effective learning to take place

#### **Students**

- ensuring that the safety and welfare of the students is accorded top priority in the planning and delivery of each lesson
- ensuring that any sanctions imposed are in accordance with school policy
- ensuring that each lesson begins and ends punctually and that students are properly supervised at all times
- registering every class on SIMS 'Lesson Monitor' promptly (i.e. within the first 10 minutes of each lesson)

- ensuring that students' work is marked, corrected and returned promptly, providing constructive comments and feedback as appropriate and promoting high standards of content and presentation in accordance with departmental criteria
- monitoring any concerns with student achievement and taking the appropriate action

### **Staff**

- working in line with whole staff and curriculum area policies
- supporting Initial Teacher Trainees/Newly Qualified Teachers' work in the curriculum area or year team, as appropriate
- welcoming, supporting and encouraging new members of the curriculum area/year team
- sharing new ideas and suggestions, reflecting on good practice and being involved in lesson/task observation to improve professional practice
- producing evaluation reports of all INSET attended
- participating in curriculum area reviews and working, where appropriate, with external consultants to develop curriculum area practice

### **Resources**

- creating and maintaining a classroom that is a pleasant, tidy and well-organized working environment
- promoting the use of displaying students' work and using display as a means of encouraging students, celebrating success and raising levels of achievement
- ensuring that books, equipment and other resources are properly cared for and that their use is effectively controlled and efficiently organised
- taking care of equipment and furniture, with any damage or defects to fabric or equipment being reported as appropriate

### **Other Duties**

- attending staff meetings, scheduled INSET activities and workshops as published
- working in support of whole school, subject area and year group development plans
- supporting whole school activities that benefit the whole community (e.g. concerts, open evenings, sports events, etc.)
- taking time to read notices, keeping to deadlines and carrying out duties to the best of your ability

### **Role of the Form Tutor**

- monitoring absences, lateness and uniform and maintaining accurate details of attendance in accordance with school policy
- monitoring homework diaries on a regular basis
- ensuring that tutorial programmes are planned and delivered in accordance with the programme of study provided by the Heads of Year
- completing individual reports for parents and maintaining regular contact
- promoting students' achievements using praise and rewards effectively in line with school policy
- maintaining effective communication with students, subject teachers, Heads of Year and senior staff as necessary
- assisting Heads of Year and Heads of Key Stages in the organisation of year activities and events
- ensuring that students new to the school are properly inducted

**Post-threshold teachers (UPS1 and UPS2) are to:**

- ensure they are meeting the relevant professional standards in a sustained and substantial way

**UPS3 Teachers are to:**

- provide a role model for teaching and learning and make a distinctive contribution to the raising of student standards
- contribute effectively to the work of a wider network of colleagues
- take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning

**Other Requirements:**

- maintain confidentiality at all times
- be aware of and adhere to all school policies and procedures

**The Classroom Teacher will carry out such other duties as may be required.**

*Last updated 15 December 2016*