



## JOB DESCRIPTION

### Teacher at Drake Primary Academy



**Name: Class Teacher**

**Responsible to: Headteacher**

**Grade: MPS 1-6**

**Hours of Work: Outlined in the Teachers' Pay and Conditions Document**

**Job Purpose:** To carry out the professional duties of a teacher as circumstances may require and in accordance with the academy's policies under the direction of the head teacher. This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**The duties of a Teacher to successfully fulfil the requirements of the Professional Teacher Standards 2013 , including the following:**

1.
  - a) Planning and preparing courses and series of engaging inspiring lessons.
  - b) Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in academy and elsewhere.
  - c) Assessing, recording and reporting on the development, progress and attainment of pupils.
  - d) To take account of the needs of all the children in their class and plan a range of differentiated lessons or activities to suit their needs.
2. To have high expectations of pupils and support the ethos and aims of the academy:
  - a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
  - b) Providing guidance and advice to pupils on educational and social matters and on their careers, including information about sources of more expert advice on specific questions; making relevant records and reports.
  - c) Making records of and reports on the personal and social needs of pupils.
  - d) Communicating and consulting with the parents and carers of pupils.
  - e) Communicating and co-operating with persons or agencies outside the academy.
  - f) Participating in meetings arranged for any of the purposes described above.
3. Providing or contributing to oral and written assignments, reports and references relating to individual pupils and groups of pupils.
4. Participating fully in programmes of staff development and the statutory process for the appraisal of your performance.

5. a) Reviewing from time to time and being reflective his/her methods of teaching and programmes of work.  
 b) Participating in arrangements for his/her further training and professional development as a Teacher.
6. To have a commitment of collaborative working by advising and co-operating with the Headteacher and other Teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
7. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the academy premises and when they are engaged in authorised academy activities elsewhere.
8. Participating in meetings at the academy which relate to the curriculum for the academy or the administration or organisation of the academy, including pastoral arrangements.
9. Supervising, and so far as is practicable, teaching any pupils whose Teacher is not available to teach them.
10. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.
11. a) Contributing to the selection for appointment and professional development of other Teachers and Support Staff, including the induction and assessment of new and probationary Teachers.  
 b) Co-ordinating or managing the work of other Teachers.  
 c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.  
 d) Have lead responsibility, if required, for a subject or aspect of the academy's work and develop plans which identify clear targets and success criteria for its development and / or maintenance; contribute to the whole academy's planning activities.
12. a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the Teachers in the academy, and the ordering and allocation of equipment and materials.  
 b) Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after academy sessions.

To undertake any additional responsibilities or duties reasonably directed by the Head teacher.

Signed: .....

Signed: .....

Date .....