



JOB TITLE: Class Teacher

RESPONSIBLE TO: Head of Year

PAY POINT: MPS

POST SPECIFICS

1. To understand and follow the creed and aims of TMA and to contribute to the development of the school through personal example.
2. To support the teaching and learning and pastoral work of the Head of School within the School.
3. To support the safe and caring environment for all pupils,

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the designated Head of School, provide a safe and caring environment for all pupils and ensure standards of teaching and learning are maintained,

1. Liaison and Co-operation

Class Teachers will work in liaison, contact and co-operation with:

- other members of staff
- members of external support and advisory services
- organisations and networks relevant to the teachers specialism or subject
- parents, governors and the local community

2. Policy and Legal Framework

Class Teachers will work within the framework of national legislation, including Education Acts from 1994 to 1986, and the Schoolteachers Pay and Conditions Act 1987 (and recent document 1995).

- school policies and guidelines on the curriculum and school organization, in particular those relating to curricular aims and principles, and to race and gender equality.

Tasks and Duties

- **Planning:**
To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in one class
- **Setting and supervising work by pupils:**
To teach a class, or classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere.
- **Marking and recording:**
To mark and assess pupils' work and to record their development, progress and attainment, both at school and elsewhere.
- **Discipline and relationships:**
To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
- **Communication with parents:**
To build and maintain co-operative relationships with parents, and to communicate with them on pupils learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- **The classroom:**
To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.
- **Overall policy and review:**
To take part in whole school reviews of policy and aims, and in the revision formulation of guidelines.
- **Reports:**
To provide or contribute to oral and written assessments, reports and references both at school and elsewhere relating to the development and learning of individual pupils and groups of pupils.
- **Review:**
To evaluate and review one's own teaching methods, materials, schemes of work and to make changes as appropriate.
- **Professional development**
To keep up to date with current educational thinking and practice both by study and by attendance at courses, workshops and meetings and take part in appraisals and reviews of one's work arranged by the Head of School.

- Corporate life:
To take part in the corporate life of the school by for example attending assemblies, registering the attendance of pupils and supervising pupils before and after school sessions.
- Equality policies:
To help ensure that subject matter and learning resources reflect school policies on race and gender equality, and that the implications of these policies are in mind in relation to all the tasks and duties.

4. General Expectations

- To promote the positive image of the school within the local community.
- To work effectively as part of a team.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, security, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the school.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities.
- To participate with the school's performance management process.

Other information

IFTL is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check