



South Orpington Learning Alliance Multi-Academy Trust

JOB DESCRIPTION

CLASS TEACHER

Pay

A point on the Main Professional Scale (1 to 6) commensurate with experience. Eligible teachers may also be placed on the Upper Pay Spine following successful application to go through the threshold. Class teachers' pay is agreed in accordance with the school's Pay Policy and the School Teachers' Pay and Conditions Document.

Line of responsibility

- All teachers are responsible to the Headteacher.
- In addition:
 - All teachers report to the Deputy Headteacher and/or their Team Leader (EYFS, KS1, Y3/4, Y5/6) for general, year group and most child-related matters.
 - Every teacher (excepting those in their first year of teaching) has a specified member of the School's Leadership who is responsible for their performance management.
 - Newly-qualified teachers report to the Induction Tutor.
 - All matters relating to inclusion and SEN should be reported to the Inclusion Manager.

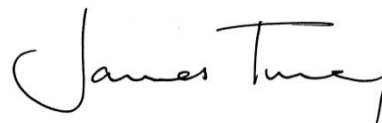
General Principles of the Job Description

In addition to the conditions of employment of School Teachers detailed in the Pay and Conditions document (Section 3) you will be required to do the following:

- a. Be responsible for a class or designated group.
- b. Create a stimulating and organised learning environment.
- c. Plan and implement the curriculum appropriate to the educational, emotional and social needs of children of all abilities, learning preferences and backgrounds.
- d. Differentiate the curriculum to maximise learning and create appropriate challenge.
- e. Manage classroom teaching so that the children's interests, attitudes, and behaviour provide a positive and focused approach towards the learning process.
- f. Plan and teach by putting the intended learning outcome at the centre of teaching and learning.
- g. To keep records clearly and accurately of children's progress, attainment and personal development, updating these on computer systems as appropriate.
- h. Review teaching plans in the light of assessments of individual children's progress.
- i. Set children targets according to the main curriculum requirements and their individual needs.
- j. Prepare written records as part of the school's short and long term planning process.
- k. Share with other staff critical reflections about the purpose and value of what and how we teach.

- l. Discuss and analyse with staff the standards of whole school, year group and individual performance to identify success as well as forming plans for aspects needing improvement.
- m. Improve the children's progress and their standards by actively and positively using the teacher self-review criteria, feedback on practice and the school 'performance management process'.
- n. To be aware of all relevant school policies, procedures and guidelines and be prepared to implement them, regardless of personal opinions and preferences, and seek help with all problems and ask for support when school policy is difficult to follow.
- o. Uphold the school's values
- p. Work co-operatively as a member of a team in a year group and as part of a whole staff team.
- q. Share responsibility for medium and short term-planning with year group colleagues.
- r. Actively promote the value of support staff as equal partners.
- s. Co-ordinate the classroom support staff in their key role of supporting children's learning by activities such as joint planning and reviewing individual achievement.
- t. Reinforce the pastoral care and behaviour policy throughout the school as well as in the classroom.
- u. Lead improvements to the whole school provision of a specified curriculum or school development area unless it is the first year of teaching.
- v. Encourage the involvement of parents in school, closer links with the local community and work in partnership with governors.
- w. Lead a phase/key stage Assembly on occasion.
- x. To participate in appraisal arrangements made in accordance with regulations under Section 49 of the Education Act for the appraisal of performance.
- y. After consultation with the Headteacher, to administer any other duties which the Head may reasonably require.

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Signature of Post Holder



**Mr James Turvey
 Chief Executive Officer**

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Name: (Please Print)

Date:

This job description may be amended at any time after due consultation.