

## ODYSSEY EDUCATIONAL TRUST

Main Street  
Humberstone  
Leicester  
LE5 1AE

Telephone- 0116 2767248

Email: [jgallacher@odysseyeducationaltrust.co.uk](mailto:jgallacher@odysseyeducationaltrust.co.uk)



### Job Description for Class teacher

#### **Responsible for:**

A class within Key Stage 2 and a curriculum area or other whole school focus if not NQT.

1. The provision of the agreed school curriculum for the relevant learners to be taught, its schemes of work and the implementation of the school policies.
2. To plan and provide, stimulating and enriching learning experiences and support for learners.
3. To contribute to the school process of self-evaluation and development.
- 4) To have high regard for your own professional development and to play a full part in the general life and work of the school, its meetings and events.

#### **Main Purpose:**

1. To implement and deliver an appropriately broad, balanced, stimulating and differentiated curriculum for all learners in your care.
2. To monitor and support the overall progress and development of learners as a teacher.
3. To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment.
4. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
5. To uphold the schools philosophy and vision for the education of pupils

#### **Main Duties**

##### **Strategic direction of the school.**

1. To assist in the development and implementation of policies, practices and the curriculum schemes of work which reflect the schools' commitment to high achievement and effective teaching and learning.
2. To contribute to the creation of an ethos which enables other staff to develop and maintain positive attitudes towards their teaching.
3. To help to establish, with the involvement of relevant staff, long term plans for development which contribute to whole school aims, policies and practices, are clear about the action to be taken, timescales and criteria for success.
4. To monitor the progress made in achieving subject plans and targets, and use the analyses to guide further improvement in revised plans and reports.
5. To provide necessary data and to use data effectively to identify learners needs and those who are

underachieving within your responsibility, and where necessary, create and implement effective plans of action to support them.

6. To analyse and interpret all appropriate evidence both in school and from outside to inform, policies, practices, expectations, targets and teaching methods.

7. To contribute to the school process of self-evaluation and development in the School Improvement Plan, to have regard for your own professional development and to play a part in the general life and work of the school its meetings and events.

8. To work with the Executive Headteacher, Head of School and members of SLT on issues of curriculum development, or on your personal development of teaching and learning practice where issues are identified through planned observation in line with the school monitoring programme.

9. To take an active role in safeguarding the pupils in your care and ensure that all concerns regarding child protection, safety and well being are reported to the appropriate person or DSP.

10. To take an active part in the schools performance management cycle including taking responsibility for collecting evidence and working towards agreed targets.

### **Teaching and Learning**

1. To ensure effective curriculum coverage, continuity and progression for all learners through planning, setting and marking of appropriate work matched to age, ability and other needs.

2. To ensure effective development of learners' literacy, numeracy, ICT skills, and other cross curricular skills throughout your teaching.

3. To evaluate your teaching and use this analysis to identify effective practice for implementing a variety of teaching strategies and areas for your own professional improvement.

4. To maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

5. To establish and implement school policies and practices for assessing, recording and reporting on learners' achievement and for using this information to recognise progress in report writing and record keeping.

6. To ensure that information about learners' achievements in previous classes is valued for further progress.

7. To set expectations and clear targets for support staff and learners in relation to the standards and needs of the learners' and evaluate progress, achievement and the next steps for further progress to be made.

8. To create a warm stimulating learning environment with a high focus on displaying children's work.

9. To take an active and professional role in professional development activities.

10. To take an active and professional approach to all team planning and PPA.

### **Leading and Managing**

1. To establish constructive and positive working relationships among staff with whom you work, through team working relations and mutual support; evaluating practice and developing an acceptance of accountability.

2. To sustain one's own motivation and, where possible that of other staff, through displaying positive attitudes and an understanding of the ethos, aims and values of the school.

### **Resources**

1. To establish resource needs and advise your line manager of likely priorities for expenditure and make best use of resources to meet the objectives of the school.

2. To ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in your teaching, planning, research, assessment and record keeping.

3. To maintain existing resources and explore opportunities to develop or incorporate new resources from a wider range of sources inside and outside the school.
4. To support and discuss School Policies at Governors and /or parents meetings when requested to do so. To contribute towards the enhancement and broadening of the schools present policies in parental and community involvement.
5. To support and encourage effective working relationships with teachers, National meetings, the media and the community generally; to be accountable to the Headteacher, and the School Governors.
6. To work in partnership with parents and provide regular feedback on progress via parents evenings and through liaising with parents over areas of achievement or concern.