

## Job Description

### Post: Co-Teacher

#### Purpose

To challenge educational and social disadvantage by achieving the highest possible standards and preparing all our children to lead successful lives.

#### Duties and Responsibilities

**Co-Teachers receive support from teachers to fulfil the following:**

- Deliver and review lessons which are appropriate to the age and ability of the children to facilitate progression in their learning.
- Ensure that teaching is broad, balanced, relevant, motivational, and appropriately different to maximise the academic potential of all children.
- Facilitate the exceptional progress and well-being of any individual or group of children.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Ensure effective use of formative and summative assessment to drive planning and interventions.
- Manage the classroom and teaching equipment to create a positive learning environment which makes effective use of available resources.
- Ensure that homework is set, where appropriate, and monitored.
- Participate in the academy coaching process.
- Support children throughout the day by fulfilling pastoral responsibilities.
- Cover the class as necessary in cases of short-term absence.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***