**Redcastle Family School**

**Class Teacher Job Description**

**General Teaching Duties**

1. To assist with developing and implementing policy and practice for the provision, which reflects the school’s commitment to high achievement and effective teaching and learning.
2. To use assessment and other data effectively to identify pupils who are underachieving in any subject and, where necessary, create and implement effective plans for action to support those pupils, including Statutory Assessment, where appropriate.
3. To analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
4. To assist the Headteacher in providing short, medium and long term plans for the development and resourcing of subjects taught in the unit.
5. With support from Senior Managers, to monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
6. To teach throughout the school, ensuring curriculum coverage, continuity and progression for all pupils, including those of high ability and those with special educational needs.
7. To ensure effective teaching of groups and individuals, so that teaching objectives are met and best use is made of teaching time.
8. To evaluate the resource needs for teaching and learning and advise the Headteacher of any changes or additions needed.
9. To ensure the effective and efficient management and organisation of learning resources for teaching and learning, including information and communications technology.
10. To establish and maintain a purposeful working atmosphere and set high expectations for pupils’ behaviour.
11. To ensure effective development of pupils’ literacy, numeracy and information technology skills through subjects taught.
12. With the support of the Headteacher, to establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
13. To ensure that information about pupils’ achievements in their current or previous school or provision is used effectively to secure good progress.
14. To establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all pupils.
15. To work with staff in the school to ensure that individual education plans are used to set subject-specific targets and match work well to pupils’ needs.

**Behavioural and Pastoral**

1. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understand it is unacceptable.
2. Understand and implement school child protection procedures and comply with legal responsibilities.
3. Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
4. Provide support and assistance for pupils’ pastoral needs.
5. Provide physical support and maintain personal equipment used by the pupils at the school.
6. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child’s attendance, access and learning, and supporting home to school and community links.

**Additional Duties as Subject Leader**

To take responsibility for a specific subject area, throughout school, linked to the overall aims of the school and with other subject areas, ensuring that pupils achieve in this specific curriculum area/aspect by:

1. Completing annual subject audit and related action plan in conjunction with SLT.
2. Monitoring standards in teaching and learning in the subject using a range of strategies including work and planning scrutiny, pupil interviews and questionnaires, observation of learning through learning walks.
3. Assessing pupils’ progress in these specific areas in line with agreed assessment process.
4. Attending training to improve knowledge particularly with regard to new initiatives.
5. Leading staff/curriculum/INSET meetings/CPD.
6. Producing, reviewing and annually update policies.
7. Presenting and monitoring action plans.
8. Providing feedback and guidance to stakeholders including to governors and parents.
9. Ensuring resources are in good order and are suitable to support teaching in the subject area, develop and deliver a substantial extra-curricular sport programme.

**Support to the School**

1. To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person.
2. Any other duties required by the Assistant Headteacher, Deputy Headteacher, or the Headteacher, which is in the scope of the post.
3. At all times carry out duties with due regard to the school’s Health and Safety policy.
4. To work within and encourage the school’s Equal Opportunity policy and contribute to diversity policies.