



King's Academy College Park

Class Teacher Job Description

Job Purpose

To ensure high quality teaching and learning for all pupils in the class.

Key Accountabilities

- To ensure high standards of attainment and progress within the class.
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

Class teacher responsibilities

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.

Foster respect and good relationships between all children and adults in the school community by:

- Establishing a classroom environment in which children feel valued and secure and where mutual trust and respect is given a high priority.
- Supporting the school's positive approach to behaviour management and discipline.
- Establishing effective links and communication with colleagues so that information about the needs and abilities of individual children will pass freely.
- Supporting the development and maintenance of positive links with parents, school governors, the MAT and the wider community.
- Working with colleagues to encourage high standards of behaviour, courtesy and work.

Set high standards of classroom organisation, management and practice:

- Be responsible to the Headteacher for the education, care and development of all children in the class group.
- Maintain a well organised, stimulating environment with high standards of presentation and display.
- Use a range of teaching styles, as appropriate, to facilitate the learning process.
- Plan and prepare, with year group colleagues, a teaching programme which will take account of the age, aptitude and ability of each child and comply with National Curriculum requirements and all school curriculum policies and schemes of work.
- Maintain careful records and transfer information for all children and prepare annual reports for parents.
- Review their own and their children's work regularly and moderate across the year group and between year groups, in order to improve standards and quality of work.

- Plan for and use task differentiation and special programmes of work for children with special educational needs.
- Maintain a high awareness of safeguarding and ensure that any concerns are passed on to the Designated Safeguarding Lead or relevant person in line with school procedures.

Support and develop the philosophy of the school by:

- Promoting the aims of the school vision statement.
- Complying with the school policy documents.
- Discussing and recording matters of concern in relation to the individual children in the class.
- Keeping up to date through reading, attending courses and visiting other schools.
- Ensuring the appropriate and careful use of resources, materials and apparatus.
- Undertaking responsibility for an area of the curriculum or other designated task.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equality, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equality, diversity and inclusivity

Other responsibilities:

- At the discretion of the Headteacher, roles and responsibilities may change with the nature of the job described above.

It may be necessary to accept changes in the above as required by the changing needs of the school and for personal and professional development.

To be reviewed annually as part of the Performance Management/Appraisal Process.