Job Description & Person Specification

Post Title:	**Classroom Teacher**
Line Management	**Head of Department**

General Responsibilities

1. Contribute to the teaching of an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the designated curriculum area as appropriate.
2. Monitor and support the overall progress and development of students.
3. Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
4. Contribute to raising standards of student attainment.
5. Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
6. Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Teaching and Learning

1. Undertake a designated programme of teaching.
2. Assist in the development of appropriate programmes of study, resources, schemes of work, marking policies
3. and teaching strategies in the Curriculum Area and Department.
4. Contribute to the Curriculum Area and Department's Improvement and Development Plan.
5. Plan and prepare courses and lessons.
6. Teach, students according to their educational needs, including the setting and marking of work.
7. Ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students.
8. Promote good behaviour in accordance with the school's Rewards and Sanctions Policy and to encourage good practice with regard to punctuality, for all students, differentiating appropriately and using a range of teaching and learning methods.
9. Prepare and update subject materials under the direction of the Head of Department.
10. Contribute to the whole school's planning activities.
11. Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, whilst meeting the requirements of examining and awarding bodies.

Assessment and Reporting

1. Assess, record and report on the attendance, progress, and development and attainment of students and to keep accurate records.
2. Provide oral and written assessments, reports and references relating to individual students and groups of students.
3. Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
4. Mark, grade and give written/verbal advice on how to improve.
5. Complete the relevant SIMS records to assist in the tracking of students.
6. Track student progress and use information to inform teaching and learning.
7. Communicate effectively with the parents of students as appropriate.
8. Follow agreed policies for communications in the school.
9. Take part in liaison activities such as Open Evenings, Options Evenings, Parents Evenings, Celebration of Success Evenings and liaison events with partner schools.

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Resource Management:

1. Ensure that the resources are deployed efficiently within their teaching areas.
2. Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
3. Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

Professional Development:

1. Take part in the school's staff development programme by participating in arrangements for further training and professional development which will have an impact on the Department SIDP.
2. Continue personal development in the relevant areas including subject knowledge and teaching methods.
3. Engage actively in the Performance Management Review process.
4. Engage with Learning Support Assistants fully (including sharing content of lesson plan SOW) so that the student receives the best possible opportunity to improve.
5. Work as a member of a designated team and to contribute positively to effective working relations within the school.

Other Specific Duties:

1. Play a full part in the life of the school community to support its ethos and to encourage staff and students to follow this example.
2. Support the school in meeting its legal requirements for worship.
3. Comply with the school's Health and Safety Policy and undertake risk assessment as appropriate.
4. Undertake any other duty as specified by STPCD not mentioned in the above.

Job Description & Person Specification

Person Specification – Classroom Teacher/Form Tutor & Mentor

Key Areas of Role	Specification for this Job	Essential/ Desirable
Qualifications (Number, type and level of qualification. Equivalent experience, if appropriate)	• Graduate with Qualified Teacher Status • Recent relevant professional development • Higher Degree	E E D
Skills, knowledge and aptitudes	• Ability to think strategically and successfully implement agreed strategies • Ability to analyse and solve complex issues with an eye for detail • Ability to work effectively with staff, students, governors, parents and the community • Ability to liaise and work with middle managers to promote the education of all children • Ability to inspire and lead a class of students • Ability to use Added Value data to promote learning and to set targets appropriate to pupils' abilities and needs • Ability to liaise with outside agencies	E E E E E E E
Personal qualities	• High levels of drive and energy • High levels of interpersonal skills • Commitment to comprehensive education and high student expectations • Ability to set and achieve realistic goals for students • Ability to support, motivate and inspire others • Sense of humour, good listener, positive outlook • Ability to impose calm • Ability to work as part of a team	E E E E E E E E
Professional knowledge and understanding	• Special educational needs, code of practice (revised) etc. • Child protection issues • Strategies for school improvement • Strategies for developing effective teaching/learning • Strategies for ensuring good behaviour • Data analysis and target setting • Work-related, vocational and new 14-19 curriculum	E E E E E D D