THE BRICKFIELDS TRUST

CLASSROOM TEACHER JOB DESCRIPTION

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| **Post Title:** | **CLASSROOM TEACHER** |
| **School:** |  |
| The professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay and Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below: |
| **Responsible to:** | Headteacher |
| **Responsible for:** | The effective educational, social, moral, spiritual, and cultural development of the individual children which form the class allocated for each academic year as well as other children when appropriate. |
| **Teaching:** | * Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
* Planning, preparing and assessing lessons in line with school policies and schemes of work
* Teaching lessons according to the individual needs of pupils, having high expectations and setting challenging targets
* Promoting the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
* Marking work and providing effective written and oral feedback (including homework in accordance with the School’s Homework Policy) to pupils and parents in line with the School Marking Policy
* Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the School Assessment Policies
* Administering assessment tasks and tests in line with school policy
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| **Other Activities** | * To promote the positive ethos and culture of the school to other staff, trustees, parents, children and members of the wider community
* Contribute to and support the overall ethos/work/aims of the school
* Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher
* To promote the general progress and wellbeing of individual pupils throughout the school
* To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policy
* Keep records and make reports on the personal and social needs of pupils
* Communicate and cooperate with parents of pupils and other agencies to support the educational, development/general progress and wellbeing of individual pupils and participate in meetings arranged for any purposes described above including ASI meetings
* To inform the headteacher immediately of any concerns regarding a pupil’s welfare
* To participate in regular staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
* To lead assemblies and to attend assemblies, when requested by the Headteacher
* To register pupils at the start of the school day and after the lunch break
* To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher
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| **Management** | * To plan, organise and manage the work of any Learning Support Assistants (LSAs) assigned to the class, in order to have a positive impact on pupil progress
* To liaise with the Inclusion Manager to contribute to the planning and organising of the work of the LSAs, in order to have a positive impact on pupil progress
* To ensure that any LSAs assigned to the class meet all of the responsibilities as set out in their job description, in a timely and effective manner and to report any concerns about their conduct to the headteacher
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| **Assessment and reports** | * To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
* To provide an accurate written annual report for parents
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| **Performance Management** | * To participate in arrangements made to assess your performance against the teaching standards as part of the performance management review process
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| **Review, induction, further training and development** | * Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
* To participate in performance management reviews
* Participate in arrangements made for induction
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