Job Description and Person Specification

Job Details	
Job Title	Class Teacher
Section	Whole School
Reporting to	Headteacher & Assistant Headteachers
Grade/Scale	Main Scale
Hours	195 days per year. Full-time.
Responsible for	The provision of a full learning experience and support for students.

Achievement Beyond Expectation

Role and Context
Core Purpose
• To fully support the Teaching Responsibilities set out in the School Teachers' Pay and Conditions Document (2017) and the Teachers' Standards. • To demonstrate consistently high standards of personal and professional conduct. • To implement and deliver a broad, balanced, relevant and differentiated curriculum for all students. • To contribute to and support a designated curriculum area as required. • To monitor and support the overall progress and development of students as a Teacher and/or Form Tutor. • To uphold the ethos, policies and practices of the school, maintaining high standards of attendance and punctuality.
Impact of Role
• .Facilitating and encouraging learning experiences that allow students to achieve their individual potential. • Contributing to raising standards of student attainment across the school. • Sharing responsibility for providing and monitoring opportunities for students' personal and academic development.
Other Job Information (e.g. any special factors or constraints)
• The potholder must follow KCSIE, reports concerns, complete training, and uphold statutory duties. • Physical/practical demands e.g., moving around classroom, supporting pupils with mobility needs, lifting resources or using specialist equipment. • Working environment will include classroom (including external), off-site trips, lone working, exposure to challenging behaviour. • Expectation to engage in professional development. • Support the school vision & mission statements.

Key Responsibilities
Operational & Strategic
To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
To contribute to the Curriculum Area and department's development plan and its implementation.
To plan and prepare courses and lessons.
To contribute to the whole school's planning activities.
Curriculum Provision
To assist the Pathway Leads, Assistant Headteacher (Curriculum and Assessment) and Head Teacher to ensure that the curriculum provides a range of teaching which compliments the school's strategic objectives.
Curriculum Development

To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic objectives.
Staffing **Staff Development, recruitment & deployment of staff**
To take part in the school's staff development programme by participating in arrangements for further training and professional development.
To continue personal development in the relevant areas including subject knowledge and teaching methods.
To engage actively in the Appraisal process.
To ensure the effective/efficient deployment of classroom support.
To work as a member of a designated team. To contribute positively to effective working relations within the school.
Quality Assurance
To help to implement school quality procedures and to adhere to those.
To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement when required.
To regularly review methods of teaching and programmes of work.
To 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.
Management Information
To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
To complete the relevant documentation to assist in the tracking of students.
To track student progress and use information to inform teaching and learning.
Communications
To communicate effectively with the parents of students as appropriate.
Where appropriate, to communicate and co-operate with persons or bodies outside the school.
To follow agreed policies for communications in the school.
Liaison
To take part in Parents Evenings, Review days and liaison events with partner schools.
To contribute to the development of effective subject links with external agencies.
Management of Resources
To contribute to the process of the ordering and allocation of equipment and materials.
To assist the Pathway Leads to identify resource needs and to contribute to the efficient/effective use of physical resources.
To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department, and the students.
Pastoral System
To be a Form Tutor to an assigned group of students.
To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
To evaluate and monitor the progress of students and keep up-to date student records as may be required.
To contribute to the OPPs, Behaviour Plans etc.

To alert the appropriate staff to problems experienced by students. To make recommendations as to how these may be resolved.
To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students after consultation with the appropriate staff.
To contribute to PSHE, Citizenship and Enterprise according to school policy.
To apply the Behaviour Management systems so that effective learning can take place.
Teaching
To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
To assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required.
To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
To ensure that ICT, Literacy, Numeracy, and school subject specialism(s) are reflected in the teaching/learning experience of students.
To undertake a designated programme of teaching.
To ensure a high-quality learning experience for students which meets internal and external quality standards.
To prepare and update subject materials.
To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
To maintain discipline in accordance with the school's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
To mark, grade and give written/verbal and diagnostic feedback as required.
Other Specific Duties
To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
To continue personal development as agreed.
To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate and report incidents where necessary.
To undertake any other duty as specified by the Head Teacher not mentioned in the above.
To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Person Specification	
Essential	**Desirable**
Experience	
• **Effective teaching across relevant key stages** • **Curriculum planning experience** • **Using data to monitor progress and inform teaching** • **Behaviour support and wellbeing monitoring** • **Deploying TAs/HLTAs effectively to enhance learning** • **Behaviour management**	• **Contributing to new initiatives** • **Contributing to whole school events** • **Supporting quality assurance processes** • **Leading and mentoring others**

• **Effective communication and partnership working** • **Involvement in curriculum development** • **SEND-inclusive practice**	
Skills/knowledge	
• **Strong subject knowledge** • **Effective teaching strategies** • **Understanding of assessment principles** • **Safeguarding responsibilities** • **Ability to plan high quality lessons** • **Using data effectively** • **Strong communication skills** • **ICT Competence – use of google, Microsoft and confident with other systems** • **School policies** • **SEND Strategies**	• **Understanding of curriculum design principles** • **Leading enrichment or extra-curricular activities** • **Knowledge of quality assurance processes** • **Resource management** • **Awareness of current educational research**

General Information

- This job description will be reviewed annually and may be amended in consultation with the post holder to reflect the evolving needs of the school.
- It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Jobholders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Jobholders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- The school acknowledges the entitlement of all staff to continuing professional development.