

Job Description

Title of post: Classroom Teacher

Responsible to: The Faculty's Assistant Headteacher

Purpose of the role: To provide for the educational, social, moral, spiritual and cultural development of each individual child in the classes taught and form group assigned.

Exercise of particular duties:

The conditions of employment of teachers, taken from the 'School Teachers' Pay and Conditions Document 2005' (and updated every year), specifies the professional duties required to be carried out by all teachers. In addition, *"a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him"*.

Professional duties

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 and preparing lessons in line with school policies and schemes of work.
- ◆ Teaching lessons according to the individual needs of children, having high expectations and setting challenging targets.
- ◆ Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content.
- ◆ Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher.
- ◆ Marking work and providing feedback and next steps to pupils in line with the school's Marking and Feedback Policy.
- ◆ Keeping up to date assessments on the development, progress and attainment of the pupils taught.
- ◆ Using assessment to inform planning and ensuring Assessment for Learning is embedded.
- ◆ Administering assessment tasks and tests in line with school policy.

Other activities

- ◆ To contribute to, and promote, the positive ethos and culture of the school.
- ◆ Comply with, support and promote all school policies and procedures, particularly those relating to Child Protection, single equalities, racial equality, health, safety and security, confidentiality, behaviour, data protection and reporting concerns to the Headteacher.
- ◆ To ensure all pupils have equal access to all school opportunities to learn and develop.
- ◆ To provide advice and guidance to pupils and parents/carers on educational, emotional, behavioural and social matters in line with school policies, and in consultation with the Headteacher and Senior Leadership Team.
- ◆ Communicate and cooperate with other agencies to support the educational development/general progress and wellbeing of individual pupils and to participate in meetings arranged for any purposes described above.
- ◆ To immediately inform the Designated Safeguarding Leads of any concerns regarding a pupils' welfare, and to log this on MyConcern.
- ◆ To communicate and consult with the parents and carers of our pupils.

- ◆ To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy.
- ◆ To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements.
- ◆ To lead and attend assemblies when requested by the Headteacher.
- ◆ To register pupils at the start of the school day and after the lunch break in line with statutory guidance.
- ◆ To supervise pupils throughout the school including during break and lunch times, and at any other times requested by the Headteacher.

Management

- ◆ To plan, organise and manage the work of the LSA assigned to any of your classes.
- ◆ To liaise with the SENDCo to contribute to the planning and organising of the work of the SEND area's LSA's.
- ◆ To ensure the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner.

Training and development

- ◆ Participate in training and development activities in school, or at other providers in order to develop professional skills and knowledge.
- ◆ To participate in performance management reviews in line with school policy.

Subject Coordinator

- ◆ To work with colleagues to ensure the successful teaching of the subject throughout the school.
- ◆ Revision of the policy and scheme of work as required.
- ◆ To oversee and contribute to medium and short term planning for subject area throughout the school.
- ◆ To keep abreast of new initiatives and disseminate to colleagues as appropriate.
- ◆ To monitor the use and storage of resources.
- ◆ To advise the Headteacher regarding any new resources that may be required.
- ◆ To work with the Headteacher and Senior Leadership Team to monitor and assess the teaching of the subject throughout the school.
- ◆ To work with members of the Senior Leadership Team to plan and deliver CPD for colleagues.
- ◆ To discuss this area of the curriculum with the Governing Body as and when required.
- ◆ To work with appropriate providers to ensure successful development of teaching skills for all staff.

These duties may be varied to meet changed circumstances at the reasonable discretion of the Headteacher.

Please note that this job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.