

SPROWSTON COMMUNITY ACADEMY

JOB DESCRIPTION

POST TITLE: Classroom Teacher

RESPONSIBLE TO: Headteacher
SLT Lead
Curriculum Lead

GRADE: MPS/UPS

POSTHOLDER: TBC

The teacher will work in co-operation with members of Broad Horizons Education Trust support and advisory services and with organisations and networks relevant to the teacher's specialism or subject as well as with parents, guardians, carers, governors and the local community.

The postholder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum and ethos with the aim of improving the quality of teaching and learning in the school.

Core role

To teach students within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Applicable Contract Terms and Duties

This job description is to be performed in accordance with the attached provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Tasks and Duties:

(i) Planning

To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the students in one's class

(ii) Setting and supervising work by students

To teach a class, or classes, sets, groups or individual students, and to set tasks to be undertaken both at school and elsewhere.

(iii) Marking and recording

To mark and assess students' work and to record their development, progress and attainment, both at school and elsewhere.

(iv) Discipline and relationships

To maintain good order, discipline and respect for others among students; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between students conducive to optimum learning.

(v) Communication with parents

To build and maintain co-operative relationships with parents, and to communicate with them on students' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

(vi) The Classroom

With the assistance of the school's support staff, to maintain an attractive and stimulating classroom environment, and to contribute to display materials in the school as a whole.

(vii) Overall policy and review

To take part in whole-school reviews of policy and aims, and in the revision and formulation of guidelines.

(viii) Reports

To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual students and groups of students.

(ix) Review

To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate.

(x) Management

To contribute to Faculty, Subject or Year meetings, discussions and management systems necessary to co-ordinate the work of the Faculty and integrate this into the work of the school as a whole;

(xi) Professional development

To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, to take an active part in in-service training organised by the school and take part in appraisals and reviews of one's work arranged by the Headteacher.

(xi) Corporate life

To take part in the corporate life of the school by, for example, attending assemblies,

registering the attendance of students and supervising students before and after school sessions and contributing to whole-school initiatives and events.

(xii) Equality

To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

Appraisal

All employees will participate in the academy's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification.

Context

Sprowston Community Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment. To engage with appropriate training opportunities to promote professional effectiveness in this role. Take on specific reasonable tasks related to the day to day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Head teacher.

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. 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.

ACCEPTANCE



I acknowledge receipt of this job description of which this is a copy

Signature:..... Date:.....