



# THE HIGHCREST ACADEMY

## JOB DESCRIPTION

### CLASSROOM TEACHER

**Job purpose:** You will be directly accountable for the academic achievement, behaviour and pastoral care of those students in your teaching groups.

**Responsible to:** The relevant Head of Department and ultimately the Principal.

***Main Duties and Responsibilities:***

- Follow guidelines laid down by the department relating to schemes of work. Aim to achieve good or better teaching and learning in each lesson (using OFSTED criteria and grades).
- Mark work according to the Assessment Policy of the Academy and procedures of the department.
- Guide and support all students in your classes to help and encourage them to achieve their academic targets as set by the Academy.
- Set regular homework according to the published timetable and in line with the Homework Policy.
- Provide data on pupils as requested, complete reports to agreed deadlines and attend parents' evenings and review days as published in the annual calendar.
- Follow The Academy core routines, Behaviour Policy and additional procedures for behaviour management and rewards.
- Follow The Academy's and department's safety policies at all times.
- Attend briefing and departmental meetings. Maintain good time-keeping and a professional appearance.
- Maintain a classroom base and create an environment conducive to learning with interactive displays.

- Take part in the agreed Performance Management procedure
- Take full note of SEN, EAL and Most Able information in order to prepare lessons that enable pupils of all abilities and aptitudes to learn.
- All staff are required to read and understand the current and future versions of Keeping Children Safe in Education, Part 1 and Appendix A along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

### **Postholder**

Signature: .....

Printed Name: .....

Date: .....

### **Line Manager**

Signature: .....

Printed Name: .....

Date: .....