

CALDAY GRANGE GRAMMAR SCHOOL

a DfES designated Technology College & Language College



JOB DESCRIPTION

Class Teacher

Salary Range:	Mainscale and UPS
Accountable to:	Faculty Leader
Responsible for:	-

Job Purpose:

Teachers are expected to add capacity to the School in delivering high quality teaching that:

- inspires, motivates and engages students, develops students' ability to learn
- enable students to reach their full potential.

Duties are to be discharged in such a manner as to maintain and develop the ethos of Calday Grange Grammar School and actively support the Mission Statement.

Principal Duties and Responsibilities

To undertake the duties of a School Teacher as set out in the current School Teachers' Pay & Conditions Document.

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Planning, Development and Co-ordination

- To set challenging teaching and learning objectives which are relevant to all students
- To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess students' learning.
- To select and prepare resources and plan for their safe and effective organisation, taking into account students' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.
- To contribute to teaching teams, meetings and events.
- To plan for the deployment of support staff who are contributing to students' learning.
- To plan opportunities for students to learn in and out of school contexts.
- To produce long and short term planning in accordance with school policy and procedures and within required deadlines.
- To implement and review the subject development plan in conjunction with the Senior Leadership Team and Faculty Leaders.
- Advising and co-operating with others on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To develop strategies for the use of the subject taught to promote new teaching

methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning.

- To contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.
- To manage the resources available for the subject taught and make recommendations in order to maintain and develop curriculum provision.

Monitoring and Assessment

- To make appropriate use of the school's monitoring and assessment strategies to evaluate students' progress towards planned learning objectives.
- To use monitoring and assessment information to improve planning and teaching.
- To monitor and assess the effectiveness of learning activities of learning activities and provide immediate and constructive feedback to support students' as they learn.
- To involve students in reflecting on, evaluating and improving their performance and progress.
- To assess students' progress accurately against appropriate standards.
- To identify and support students with differing levels of ability and those experiencing behavioural, emotional and social difficulties.
- To record students' progress and achievements systematically, providing evidence of the range of their work, progress and attainment over time to inform planning.
- To report on students' attainment to parents, carers, other professionals and students as appropriate

Teaching and Classroom Management

- To have high expectations of students and build successful relationships centred on teaching and learning.
- To establish a purposeful learning environment where diversity is valued and where students feel safe, secure and confident.
- To teach the required or expected knowledge, understanding and skills relevant to the curriculum for students in their age range.
- To teach clearly structured lessons or sequences of work which interest and motivate students, make learning objectives clear, employ interactive teaching methods and collaborative group work.
- To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning.
- To differentiate teaching to meet the needs of students of all ability ranges, taking into account varying interests, experiences and achievements of boys and girls (6th form) and different cultural and ethnic groups to help them make good progress.
- To organise and manage teaching and learning time effectively.
- To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate.
- To set high expectations for students' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage students' behaviour constructively and promote self-control and independence.
- To use ICT effectively in delivery of teaching and learning.
- To take responsibility for teaching a class or classes over a sustained and substantial period of time.
- To provide homework and other out-of-class work which consolidates and extends work carried out in class and encourages students to learn independently.
- To work collaboratively with other professionals and manage the work of support staff to enhance students' learning.
- To recognise and respond effectively to equality issues as they arise in the

classroom and challenging stereotyped views, bullying and harassment in accordance with school policy and procedures.

- To be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concern to an appropriate person.
- To participate in continuous professional development as required, including participating in the school's performance management arrangements.
- To play a full part in the life of the school's community, to support and positively contribute to its' distinctive mission and ethos and to encourage staff and students to follow this example.

Disclosure

The governing body is committed to safeguarding and promoting the welfare of students and the highest priority is given to this following the guidance and regulations of safeguarding. The post holder is subject to Enhanced Disclosure from the Criminal Records Bureau (CRB) and any other statutorily required clearance.

Other

- This appointment is with the governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
- All employees of Calday Grange Grammar School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
- All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for disabled members of staff or continued employment for any member of staff who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.

Date of issue:	
Chair of Governor Signature:	
Post Holder Signature:	