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**Generic Job Description**

Class Teacher

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Job Purpose:**

To teach children as allocated with due regard for their age and ability and to enable their effective learning and achievement, according to their potential in line with the mission and values of the school.

**Responsible to:** Head of Department.

**Areas of Responsibility and Key Tasks.**

1. Planning, Teaching and Class Management, to teach allocated pupils by planning their teaching to achieve progression of learning through:

* identifying clear teaching objectives and specifying how they will be taught and assessed
* setting tasks which challenge pupils and ensure high levels of interest
* setting appropriate and demanding expectations
* setting clear targets, building on prior attainment
* identifying SEN or very able pupils;
* provide clear structures for lessons maintaining pace, motivation and challenge;
* make effective use of assessment and ensure coverage of

programmes of study;

* ensure effective teaching and best use of available time;
* monitor and intervene to ensure sound learning and discipline
* use a variety of teaching methods to:

1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions

iii.select appropriate learning resources and develop study skills

through library, I.C.T. and other sources;

* ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluate their own teaching critically to improve effectiveness;
* encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
* use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
* manage parents and other adults in the classroom.

**b) Monitoring, Assessment, Recording, Reporting, to:**

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* mark and monitor pupils' work and set targets for progress;
* assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* prepare and present informative reports to parents.

**c) Child Protection and Safeguarding**

Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.

* You have a professional duty to operate within this policy and practice to adhere to the school’s safeguarding arrangements.

**d) Other Professional Requirements, to:**

* have a working knowledge of teachers' professional duties and legal liabilities; operate at all times within the stated policies and practices of the school
* establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* endeavour to give every child the opportunity to reach their potential and meet high expectations; contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
* take responsibility for their own professional development and duties in relation to school policies and practices;
* liaise effectively with parents, governors and Trustees.
* take on any additional responsibilities which might from time to time to be determined.

**Typical tasks, duties and responsibilities:**

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust’s Equal Opportunities Policy and Code of Conduct.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

**Child Protection and Safeguarding:**

* Kenilworth Multi Academy Trust recognises the responsibility it has under Section 175 of the Education Act 2002, to have arrangements in place to safeguard and promote the welfare of children.
* As a member of staff, you have a professional duty to operate within this policy and practice to adhere to the Trust’s safeguarding arrangements.

**Data Protection:**

* To be aware of the Trust’s responsibilities under the Data Protection Act and General Data Protection Regulations for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with these as relevant to this role.

**Confidentiality:**

* You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee access to and use of the Trust’s databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as alleged bad practice or mismanagement.

Signed …………………………………………………..Date…..…..……………………..

(Post-holder)