

Job Description

Class Teacher



In accordance with the school's policies and under the direction of the Headteacher:

Teaching

- plan and prepare sequences of lessons, units of work that deepen pupil understanding of key concepts and complete planning documentation
- set, mark and feedback on work to be carried out by the pupils in your class and any pupils assigned to you, in line with school policies
- teach, according to their educational needs, the pupils in your class and any pupils assigned to you
- promote the intellectual, physical and personal abilities and aptitudes, and the general progress and well-being of pupils
- provide guidance and advice to pupils on educational and social matters and, where appropriate, on their further education

Assessments and Reports

- assess, record and report on the development, progress and attainment of pupils
- provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- make records of and reports on the personal and social needs of pupils
- communicate and consult with the parents of pupils
- communicate and co-operate with support agencies outside the school and participate in meetings arranged for any of the purposes described above
- communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

Appraisal or Review of Performance

- participate in arrangements for the appraisal and review of your performance and that of other teachers.
- actively take responsible for developing your own practice and the school's performance management process

Review, Induction, Further Training and Development

- keep under review your methods of teaching and programmes of work, in line with school policies, protocols and agreed ways of working, as well as actively participating in arrangements for your further training and professional development as a teacher, including leading your own learning and research

Curriculum Development

- advise and co-operate with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, including their implementation, success and review
- contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values, vision and aims.
- work with others on curriculum and/or pupil development to secure co-ordinated outcomes
- lead a curriculum subject and provide materials, research, cpd to improve teaching and learning provision in the agreed area.
- create and implement a subject Action Plan and continually review progress made towards its aims

Discipline, Health and Safety

- maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.
- maintain good order and discipline among pupils in accordance with the school behaviour policy

Staff Meetings

- participate in meetings at the school or off-site which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

End of Key Stage Tests

- participate in arrangements for preparing pupils for externally assessed tests and record and report such assessments

Management and Administration

- contribute to the selection for appointment and professional development of other teachers and support staff, include the induction and assessment of new teachers and teachers serving induction periods
- assist the Headteacher in carry out threshold assessments of other teachers for whom you have management responsibility
- co-ordinate and line manage the work of teaching assistants and other support staff and take such part as may be required of you in the review, development and management of activities related to the curriculum, organisation and pastoral functions of the school
- attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions
- deploy resources delegated to you in accordance with school policies

Working with Colleagues and Other Relevant Professionals

- collaborate and work with colleagues and other relevant professionals within and beyond the school

- participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment

General Professional Duties

- carry out particular duties as may reasonably be assigned to you by the Headteacher/Deputy Headteacher commensurate with your role
- contribute to the overall life and work of the school
- consistently follow and promote school policies and protocols