



## **JOB DESCRIPTION**

<b>TITLE</b>	:	<b>Classroom teacher</b>
<b>REPORTS TO</b>	:	<b>Head of Department</b>
<b>RESPONSIBLE FOR</b>	:	<b>Teaching assistants</b>

### ***OVERALL PURPOSE OF THE JOB***

To plan and prepare stimulating and engaging lessons according to the National Curriculum. To teach and assess pupils in their learning to inform future progress and ensure the highest achievement appropriate to each child's ability.

To undertake the full range of professional duties outlined in the School teachers pay and conditions document. (Part 12 of the 2006 document).

### ***KEY DUTIES***

Planning lessons, in the short, medium and long term, appropriate to all pupils to be taught, according to the academy's planning policy; taking a full part in joint planning where appropriate.

Teaching planned lessons to assigned pupils according to their educational needs, ensuring that appropriate targets are set and achievement monitored to inform future planning.

Setting and marking of work, differentiated appropriately, to be completed at the academy and at home where appropriate, ensuring that pupils are set challenging, but achievable targets and encouraged to excel.

To use all available data produced by the Academy to inform the setting of appropriate targets and tracking pupils in their classes.

To use the academy's rewards and sanctions system effectively. To establish a learning culture within the classroom where children are positively supported and encouraged to do well in a climate of equal opportunity and security.

To provide guidance and support to students in the assigned tutor group, liaising with the appropriate Head of Year and Heads of Department where concerns arise.

To provide support to students in the tutor or teaching group who are at risk of underachievement or who are experiencing difficulty to ensure that they have access to the correct support internally or externally, keeping a log of actions and support provided and following up referrals if necessary.

Provide support and advice to parents and carers of pupils, building positive relationships to encourage their involvement in their child's education and provide feedback on children's progress.

Monitor and record pupil progress according to the policy of the academy completing reports to parents as required by the Principal and Governors. Undertake other routine admin tasks when required.

To deliver the national Curriculum using a variety of teaching styles and methods to stimulate interest and ensure full class participation, advising others and assisting in preparation of teaching materials where required.

To assess and prepare students thoroughly for internal and external examination entry or other appropriate accreditation, including the provision of study skills advice.

To check the attendance of all assigned students at classes according to the register and follow up any unauthorised absence for the teaching sessions for which they are responsible.

To maintain good standards of classroom behaviour in the classroom and elsewhere encouraging positive behaviour and development of positive social skills. Ensure that uniform and behaviour policies are adhered to within teaching groups and the Church of England ethos of the academy is supported through actions.

Ensure the Health & Safety and well being of pupils in the classroom and elsewhere by assessing risks in planned and day-to-day activities and reducing any risks to an acceptable level.

When appropriate, to direct the work of other staff or adults working in the classroom to ensure that they are fully briefed on their role and where possible involved in planning and evaluating the pupil achievements.

To take an active part in meetings, where appropriate, making a positive contribution and supporting the academy policies and good practice i.e. in staff meetings, parents evening and training events.

Any other activities, which reasonably match the level of responsibility for the post and are within the guidance given in the schoolteachers pay and conditions document and The Education (Specified Work and Registration) (England) Regulations 2003.