

Classroom Teacher Job Description

Post Title: Teacher

Post Purpose:

Under the reasonable direction of the Headteacher and the Deputy Heads, to carry out the professional duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document (STPCD).

To plan and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.

To support a designated curriculum area as appropriate.

To monitor and support the overall progress and development of pupils as form tutor.

To facilitate and encourage a learning experience which provides each pupil with the opportunity to achieve their full potential.

Through creative teaching and the use of effective pedagogy to raise pupil attainment from their individual starting points to outstanding.

To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Reporting to: Deputy Head / Headteacher

Disclosure level: Enhanced DBS

Summary of main duties / tasks of post

- ☐ To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- ☐ To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- ☐ To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- ☐ To undertake a designated programme of teaching.
- ☐ To ensure a high level learning experience for pupils that meets internal and external quality standards.
- ☐ To contribute to and chair EHCP meetings and reviews for your tutor group.
- ☐ To prepare and update subject materials.
- ☐ To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and demands of the syllabus.



- ☐ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- ☐ To undertake assessment of pupils as requested by external examination bodies and school procedures.
- ☐ To mark grade and give written/verbal diagnostic feedback as required.

Operational / Strategic Planning

- ☐ To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the relevant curriculum area.
- ☐ To contribute to the curriculum area and subject development plan and its implementation.
- ☐ To plan and prepare courses and lessons.
- ☐ To contribute to the whole school's planning activities.

Curriculum Provision

- ☐ To assist the Headteacher and the Deputy Heads to ensure that the curriculum area provides a range of teaching that compliments the school's strategic objectives.
- ☐ To create a curriculum that is aspirational and inspires learning.

Curriculum Development

- ☐ To assist in the process of curriculum development to ensure that it reflects current initiatives and legislation.
- ☐ To regularly assess the relevance of the curriculum to ensure that it meets the needs of all pupils, the examining and awarding bodies in line with the School Improvement Plan.

Staffing

- ☐ To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- ☐ To continue personal development in the relevant areas including subject knowledge and teaching methods.
- ☐ To ensure the effective / efficient deployment of classroom support.
- ☐ To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- ☐ To help to implement school quality procedures and to adhere to those.
- ☐ To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- ☐ To seek / implement modification and improvement where required.
- ☐ To review from time to time methods of teaching and programmes of work.
- ☐ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.



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Management Information

- ☐ To maintain appropriate records and to provide relevant accurate and up to date information for MIS, registers etc.
- ☐ To complete the relevant documentation to assist in the tracking of pupils.
- ☐ To track student progress and use assessment to inform teaching and learning.

Communications and Liaison

- ☐ To communicate effectively with the parents / carers of pupils as appropriate.
- ☐ Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- ☐ To follow agreed policies for communications in the school.
- ☐ To take part in liaison activities such as reviews, parents' evenings and open day etc.
- ☐ To contribute to the development of effective subject links with external agencies.
- ☐ To work as part of a multi-disciplinary team.

Management of Resources

- ☐ To contribute to the process of ordering and allocation of equipment and materials.
- ☐ To assist Deputy Head(s) to identify resource needs and to contribute to the efficient / effective use of physical resources.
- ☐ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

Pastoral System

- ☐ Where assigned to be a form tutor for a group of pupils.
- ☐ To promote the general progress and well-being of individual pupils and the tutor group as a whole.
- ☐ To liaise with the Parent Support Advisor to ensure the implementation of the school's Pastoral and House System.
- ☐ To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- ☐ To evaluate and monitor the progress of pupils and keep up to date pupil records as may be required.
- ☐ To contribute to the preparation of action plans and progress files and other reports.
- ☐ To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- ☐ To communicate as appropriate, with the parents of pupils and with persons and bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- ☐ To contribute to PSHE and SMSC according to school policy.
- ☐ To apply the behaviour management systems so that effective learning can take place.



School Ethos

- ☐ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- ☐ To support the school in meeting its legal requirements for worship.
- ☐ To promote actively the school's corporate policies.
- ☐ To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

General Duties

- ☐ To undertake the professional duties of a teacher as outlined in the school Teachers Pay and Conditions Document.
- ☐ To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- ☐ To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- ☐ To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- ☐ To undertake any other duties reasonably assigned to you commensurate with the level of the post.

Safeguarding / Child Protection

- ☐ To make yourself aware of all policies and ensure that you abide by Ripplevale School's Child Protection & Safeguarding Policies, which contain the names and points of contact for all relevant agencies.
- ☐ To participate in all Child Protection & Safeguarding training required by the school.
- ☐ To immediately report any incidents of a child protection/safeguarding nature via the schools online safeguarding reporting software (training will be given) or to be speak with the Designated Safeguarding Lead or a member of the Safeguarding Team
- ☐ Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Signatures

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed	Name	Designation	Date
		Teacher	



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		Headteacher	
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