



TEMPLE GROVE ACADEMY

JOB DESCRIPTION FOR CLASS TEACHER

KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum and LA and school policies.

MAIN ACTIVITIES

1. To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
2. To maintain assessment records and report on pupils' progress to senior staff and to parents and carers, in accordance with school policy.
3. To manage additional adults effectively within the classroom.
4. To take responsibility for maintaining a high standard of pupil discipline, both in the classroom and around the school, in accordance with whole school policies.

SPECIFIC RESPONSIBILITIES

1. To plan work for the class in accordance with national, LA and school curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.
2. To ensure an accurate match between the learning experience offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
3. To ensure that children progress quickly to the next steps in their learning, by effectively using a range of Assessment for Learning strategies.
4. To make appropriate educational and inclusive provision for children with SEN and those learning EAL, with support from Senior Leadership and SEN teams, and/or external agencies.
5. Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.

6. To plan and deliver a curriculum that ensures that children progressively develop the skills of higher order thinking and are able to apply these effectively across the curriculum.
7. To ensure that the provision and resources used within the curriculum are reflective of a global community and effectively prepare children to be fulfilled, secure and proactive members of a multicultural society.
8. To provide children with opportunities to manage their own learning and become independent and self-motivated learners.
9. To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.
10. To foster each child's self-image and esteem and establish relationships which are based on mutual respect.
11. To maintain a high standard of display both in the classroom and in other areas of the school.
12. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
13. To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.
14. To mark children's work, assess children's progress, maintain records and provide written reports to parents and carers in accordance with school policies.
15. To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
16. To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
17. To liaise with support staff both school based, from the LA & from other external bodies as required.
18. To take responsibility for the effective management of other adults in the classroom, in order to maximise support for children's learning.
19. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
20. To attend staff meetings, team meetings and other meetings, as required, in order to fulfil any of the purposes described above.
21. To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.

KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

CONDITIONS OF SERVICE

These are governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

1. Disclosure

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

2. Police Checks

Because this post allows substantial access to children, if candidates are successful in their application, prior to taking up post, they will be required to undergo an enhanced check by the Disclosure and Barring Service

3. Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy's Equal Opportunities Policies.

Date of issue: _____

Signature of Post holder _____

Signature of Headteacher _____