JOB DESCRIPTION

Class Teacher

To deliver high quality teaching and learning, including the promotion of student achievement as well as the maintenance of good behaviour and discipline.

Core purpose

To ensure high standards of achievement in their classroom.

Responsible to the Subject Leader.

Job Description

To ensure effective teaching and learning by:

- having a detailed knowledge of the development and progression of subject(s) taught;
- keeping up to date with developments in pedagogy for the subject(s) taught;
- setting appropriate and demanding targets for students' learning and motivation;
- identifying clear teaching objectives, content, structure and sequences to ensure all students have the opportunity to reach their potential in subject taught, and in literacy, numeracy and ICT;
- using teaching methods which keep students engaged, including stimulating curiosity, effective questioning and response, clear presentation and good use of resources;
- responding securely to subject-related questions which students raise and students' common misconceptions and mistakes;

- securing high standards of student behaviour, through well-focused teaching, establishing appropriate rules which students respect; and dealing with inappropriate behaviour in line with the behaviour policy;
- using targeted support and keeping records of progress.

To ensure effective assessment and evaluation by:
- assessing how well learning objectives have been achieved and use this assessment information to inform future teaching;
- marking and monitoring students' class and homework, providing constructive written feedback and setting targets for students' progress;
- making accurate assessments against attainment targets and performance levels associated with other qualifications taught;
- setting targets for improving students' achievement and securing progress through using appropriate teaching strategies.

To involve parents and the local community by:
- informing parents through oral and written reports on their children's attainment, progress, development and how they can help them to improve;
- contacting parents if their child's progress is less than expected and responding to all communications from parents;
- providing opportunities to develop students' understanding by relating their learning to real and work-related examples;
- liaising with agencies responsible for students' welfare.

To develop self and support the development of teams by:
- setting a good example to the students in their presentation and personal conduct;
- evaluating their own teaching critically and using this to improve their effectiveness.
- taking responsibility for implementing school policies and their own professional development;
- establishing effective working relationships with professional colleagues and support staff;
- deploying support staff and other adults effectively in the classroom, involving them in the planning and management of students' learning;
- attending calendared meetings, contributing to discussions and implementing agreed actions.

To ensure that resources are used effectively by:
- selecting and making good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

General duties are to:
- attend assemblies and register the attendance of students;
- promote the general progress, well-being and social, cultural, spiritual and moral development of students at the school;
- provide support and guidance to students on educational and social mattes;
- teach students whose teacher is unavailable for up to 39 hours a year;

- provide accurate group lists and other information required by administrative support;
- fulfil the conditions of employment for school teachers, as laid down in the latest School Teachers' Pay and Conditions Document;
- carry out duties and responsibilities necessary for the smooth running of the school, as required by the Executive Head Teacher.

**OBSERVANCE OF THE ACADEMY'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

Signed: _____ (Executive Head Teacher)

Signed: _____ (Post-holder)

Date: _____