



## 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 IEPs and IBPs to set subject specific targets, give targeted support and keep 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;
- appraising staff through Performance Management and using the process to develop the effectiveness of all 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 matters;
- 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: \_\_\_\_\_