



DURHAM TRINITY SCHOOL & SPORTS COLLEGE

CLASS TEACHER JOB DESCRIPTION

Name		Post	Temporary Secondary resistant material & computing coordinator & teacher
The contractual framework for a teacher is taken from Part 7 of the School Teachers' Pay and Conditions Document 2015 are cross referenced within this job description. To work within the framework of teachers' standards (Annex 1 of the School Teachers' Pay and Conditions Document 2015).			
Reporting to:	Key Stage Leaders, SLT		
Responsible for:	The provision of an appropriate secondary curriculum.		
Liaising with:	Head, Leadership Group, teaching and support staff, LA representatives, external agencies, parents and Governors.		
Working Time:	195 days per year. Full Time.		
Salary/Grade:	MPR – UPR3 plus lower SEN allowance of £2,064. Higher SEN allowance payable subject to Teacher's Pay Policy criteria		
Disclosure Level	Enhanced		

GENERIC DUTIES

Teaching

To provide successful teaching and learning opportunities for pupils.
 To use a variety of teaching and learning styles to engage all pupils.
 Be familiar with legislation regarding identification, assessment and support of pupils with special educational needs.
 52.2 Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
 52.3 Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
 52.4 Participate in arrangements for preparing pupils for external examinations.

Pastoral

To be personal tutor for assigned group of pupils and carry out related duties.
 To perform supervisory duties in accordance with published rotas.
 To celebrate and encourage the achievements of the pupils.

Whole school organisation, strategy and development

52.5 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
 52.6 Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
 52.7 Subject to paragraph 54.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

52.8 Promote the safety and well-being of pupils.
 52.9 Maintain good order and discipline among pupils.
 Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.

Management of staff and resources

52.10 Direct and supervise support staff assigned to them and, where appropriate, other teachers.

52.11 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

52.12 Deploy resources delegated to them.

Professional development

52.13 Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

52.14 Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

52.15 Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

52.16 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Establish and maintain effective working relationships with professional colleagues and parents/carers.

Participate as required in meetings with professional colleagues and parents/carers in respect of the duties and responsibilities of the post.

The details of this job description are not exhaustive and other duties relevant to the post, may, from time to time be required without changing the character of the post.

This job description will be reviewed regularly and, if necessary, amended in consultation with the teacher. All posts will be reviewed annually.

Signed

Date