**Job Description - Classroom Teacher**

**Duties:**

The duties outlined in this job description are in addition to those covered by the latest School Teacher’s Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job.

**Teaching and Learning**

* Be a positive role model in terms of behaviour, work and attitudes
* Set high standards of work and behaviour in the class and all other areas of the school
* Plan for progression across the age and ability range you teach, designing effective lessons/programmes of work in accordance with the needs of individual learners
* Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners’ needs
* Deliver the National Strategies as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school’s own schemes of work
* Advise and work collaboratively with the headteacher and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate

# Other

* Carry out playground and other duties as directed and within the remit of the School Teachers’ Pay and Conditions document
* Communicate and consult with the parents/carers of learners
* Communicate and co-operate with any relevant external bodies
* Be fully conversant with the school’s procedures and policies

**Assessing and Reporting**

* To actively assess and report on all core curriculum areas.
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners’ progress and levels of attainment
* Provide timely, accurate and constructive feedback on learners’ attainment, progress and areas for development
* Undertake ‘Pupil Progress reviews’ and act upon any identified underachievement.
* Provide reports to the Governing Body when requested.
* Liaise with parents.

**Relationships**

* To be responsible for fostering positive relationships across the school community.
* To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports where appropriate.
* To help in maintaining and developing effective communications and links with parents and carers and to provide positive responses to concerns and problems regarding the children’s education and wellbeing
* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Cover for absent colleagues within the remit of the *School Teachers’ Pay and Conditions* document

**Standards**

* Support the aims and ethos of the School
* Set an excellent example in terms of dress, punctuality and attendance.
* Attend and participate in parents evenings and student performances.
* Uphold the school’s behaviour code and uniform regulations.
* Participate in staff training
* Attend Team and Staff meetings
* Develop links with Governors, LA staff and neighbouring schools.

# Management

* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

# Administration

* Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers’ Pay and Conditions* document
* Register the attendance of and supervise learners, before, during or after school sessions as appropriate

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation, may be changed by the Headteacher to reflect the changing needs of the school which are commensurate with the salary and job title.