



## **JOB DESCRIPTION**

**Job title:** Classroom Teacher

**Responsible to:** Head of Department

### **The post-holder's overall responsibility is:**

To carry out the general and specific professional duties as set out in the current School Teachers' Pay and Conditions Document

To contribute to the teaching within a designated area (or designated areas)

### **The purpose of this role:**

- to implement and teach an appropriately broad, balanced, relevant and differentiated curriculum to specified classes of pupils, in line with the subject area's scheme(s) of work and/or the chosen examination board's specifications
- to support the designated curriculum area(s) as appropriate
- to monitor and support the overall progress and development of pupils as their teacher and / or Form Tutor
- to facilitate and encourage learning in a way that provides pupils with the opportunity to aspire towards and achieve standards of attainment commensurate with their ability.
- to contribute towards sustaining and/or improving standards of pupil attainment
- to share and support the school's responsibility to provide and monitor opportunities for the pupils' personal and academic growth.

### **Main duties / accountabilities for all teachers:**

#### **Strategic planning:**

- actively support the school's strategic vision through the teaching undertaken and through effective relationships with other staff, the pupils and parents.
- Contribute to the discussions within the department about current trends in curriculum development, teaching techniques and the demands of external examinations.
- Assist with development of schemes of work, resources, policy development and teaching strategies within the department
- Contribute to the department's curriculum plan and its implementation

**Quality assurance:**

- ensure well disciplined and managed lessons in line with school behaviour management policies and procedures in order that effective learning can take place for all pupils being taught.
- implement strategies in teaching and classroom management within the school's policies and procedures.
- Contribute to the process of monitoring and evaluation of department in line with agreed school procedures.
- Review from time to time programmes of work and methods of teaching

**Information management:**

- complete records according to agreed departmental grading and assessment policy
- complete reports/profiles for school records and parents in accordance with school policy.
- Track pupil progress and use information to inform teaching and learning

**Pastoral system:**

- promote general progress and well-being of individual pupils of classes taught and liaise with other staff in their pastoral role in support of this.
- Register and monitor attendance of pupils in classes and liaise with pastoral staff accordingly

**Communications:**

- assist the progress of pupils by encouragement and praise whenever possible and to be constructive in any comments and guidance.
- discuss with Heads of Department any pupil whose work is a cause for concern and to decide in consultation with him/her any further action.
- attend staff and department meetings as required and to carry out tasks as requested by the Head of Department.
- Follow agreed procedures for communication within school

**Curriculum provision and development:**

- prepare and organise lessons in accordance with an agreed syllabus and using teaching strategies and methods formulated in departmental meetings.
- carry out assessment of pupils' work (including examinations) and pupil progress

**Staff development:**

- seek professional development appropriate to needs and experience.
- Contribute to departmental INSET as required.

**Liaison:**

- attend Parents' evenings as required, along with Open Evening.
- Work with others in the Department to achieve a joint sense of purpose and identity.

**Resources:**

- Monitor health and safety in teaching area
- Work within the Department's budget, mindful of the need for careful use of limited resources.
- Assist Head of Department in identification of departmental needs

**Other specific duties:**

- Engage in the Performance Management programme

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