

TEACHING STAFF

PART 1

Name: Job Title: Class teacher

Responsible to: Key Stage Coordinator and the Headteacher

You are required to carry out the duties of a school teacher as set out in the relevant paragraphs of the current School Teachers' Pay and Conditions Document.

Under the direction of the Headteacher and under the guidance of the KS Coordinator to lead teaching and learning in a KS class including planning, evaluation and attendance of meetings.

The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities

Note 1 The days to be specified by your employer or by the Headteacher under the relevant paragraph of the current document and the hours allocated by the head under the relevant paragraph of the current document shall be the subject of a separate statement issued by the Headteacher.

Note 2 The job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time in consultation with you.

Teaching Duties include:

1. The post requires you teach pupils in the 3-11 age range (deployment to the 3-4 age range would be with your agreement only)
2. To be responsible for safeguarding and promoting the health, safety and welfare of the children. To know safeguarding procedures and to notify the designated teacher and headteacher of any concerns.
3. To keep abreast of modern developments through further training and to be familiar with relevant publications, new equipment and resources.
4. To promote experiential learning through first hand experience and investigative approaches in line with the aims, values and purposes of the school development plan and for "Personalising Learning."
5. To support the ethos and core values of the school by following school policies and documents.
6. To promote a positive self-image amongst pupils and develop their confidence and self-esteem.
7. To set high expectations of pupil behaviour by having a positive approach to pupil management and using assertive discipline strategies in line with school policy.

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- 8.** To lead by example and own enthusiasm and efficiency, by improving and maintaining the highest possible standards of good practice within the school.
- 9.** To attend meetings which relate to the school's management, curriculum, administration, organization and CPD, as required.
- 10.** To use different styles of teaching and learning to ensure that all pupils, irrespective of gender, ability (including giftedness), ethnicity and social circumstances, have access to the curriculum and make the greatest possible progress.
- 11.** To contribute to the identification of pupils with special educational needs, refer to the SENDCo, participate in action planning and provide agreed support.
- 12.** To develop teaching skills through lesson observations as part of curriculum monitoring and evaluation and performance management.
- 13.** To organise and assist in recreational activities e.g. swimming, which may be necessary as part of the care and education of pupils.
- 14.** To set challenging yet realistic individual pupil targets and to monitor progress towards these targets through the year and to undertake teacher assessments, school based tests and National tasks/test according to the school calendar of assessments.
- 15.** To help promote a co-operative relationship between the school, parents, governors and the local community.
- 16.** To direct the effective and efficient use of any staff supporting teaching and learning in the classroom.
- 17.** Provide a supportive and well organized learning environment where resources can be accessed appropriately by all pupils.
- 18.** To maintain appropriate records and provide accurate information on pupil progress and other relevant matters as required by the school.
- 19.** To mark/give feedback on work set in school and for homework.
- 20.** To provide termly, written reports to parents on the development, progress and attainment of pupils.
- 21.** To run an extra-curricular activity
- 22.** To maintain an up to date, well ordered and professional portfolio to support the performance management process