

## JOB DESCRIPTION

**POST:** Class Teacher

**GRADE:** Mainscale / UPS

**RESPONSIBLE TO:** Principal

### **PURPOSE:**

To carry out effectively the duties of a teacher and school leader as set out in the current Schoolteachers' Pay and Conditions document and in this Academy Teacher's Job Description and to meet the standards expected of a qualified teacher.

### **MAIN DUTIES & RESPONSIBILITIES:**

The responsibilities specified in the following job description are in accordance with those specified in the School Teacher's Pay and Conditions Document, which a School Teacher is required to perform.

The post holder will be expected to manage all aspects of teaching within the overall educational aims of the Academy and establish and maintain the highest quality possible of teaching and learning.

### **Teaching:**

- Plan and prepare courses and lessons as directed.
- Teach, according to their educational needs, the pupils assigned to you, including the setting and marking of work carried out by the pupil in school and elsewhere.
- Assess, record and report on the development, progress and attainment of pupils where appropriate.

### **Other Activities:**

- Promote the general progress and well-being of individual pupils and any class or group assigned.
- Provide guidance, advice and support to pupils on educational, social and emotional matters and make relevant records and reports on personal and social needs when necessary. (including further education and future careers).
- Communicate and consult with the parents of pupils and with school Local Academy Board members.
- Communicate and cooperate with persons or bodies outside the school where appropriate.
- Participate in meetings arranged for any of the purposes described above.
- Participate in arrangements made for the appraisal of performance for yourself and that of other teachers.

- Perform particular duties as may be reasonably assigned to you by the Principal from time to time.

### **Assessments and Reports:**

- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups where appropriate.

### **Professional Development:**

- Review, from time to time, your methods of teaching and programmes of work with the Senior Leadership Team.
- Participate in arrangements for your further training and professional development as a teacher, and to share these experiences with colleagues, both informally and at staff meetings.
- In the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for their supervision or training.

### **Educational Methods:**

- Advise and co-operate with the Principal and other teachers (or any one or more of them) in preparing and developing whole school courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **Discipline, Health & Safety:**

- Maintain good order and discipline among the pupils you are teaching, and share in the corporate responsibility for the well-being and behaviour of all pupils in school.
- Safeguard the pupils' and your own safety, both when authorised to be on the school premises and when you are engaged in authorised school activities elsewhere.

### **Staff Meetings:**

- Participate in meetings, including preparation and delivery of reports, at the school which relate to the curriculum or administration and organisation, including pastoral arrangements.

### **Cover:**

- Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them.

### **External Assessments:**

- Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for pupils presentation for, and conducting such examinations.

### **Management:**

- Take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- If applicable, contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods.
- If applicable, assist the Principal in carrying out threshold assessments of other teachers for whom you have management responsibilities.
- Co-ordinate or manage the work of other staff, including Teaching Assistants.

### **Administration:**

- Participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school.
- Attend assemblies and/or acts of corporate school worship, as required.
- Mark form registers, ensuring absences or lateness are noted and appropriate action taken where there are concerns.
- Assist in the supervision of pupils, whether these duties are performed before, during or after school sessions.

### **GENERAL:**

- To promote and support AE's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationships with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility.

Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....

**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.  
This post is exempt from the Rehabilitation of Offenders Act 1974**