

# Job Description

Role: **Class Teacher**

Salary Range: **MPS / UPS**

Start: **September 2018**

Review Date: **July 2019**

## Core Responsibilities

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- Be a creative practitioner, working within a team to support the development of the academy's vision for educational excellence.
- Plan and prepare pupils' work and lessons within the parameters laid down by the Planning Policy and academy schemes of work.
- Differentiate work so that the needs of all children are met.
- Provide guidance and advice to pupils on educational, social and moral matters.
- Be prepared to take responsibility for an extra-curricular activity.
- Keep the Headteacher informed of issues arising / affecting the staff and wider school community.
- Generate an atmosphere of focus, drive and high expectations within your classroom.
- Advise and support, and hold to account, support staff in your team.

## General

- Promote the agreed vision of STEP Academy Trust.
- Be committed to raising standards of achievement.
- Provide a safe, welcoming, organised, creative and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Implement all the policies agreed by STEP Academy Trust.
- Maintain high expectations and insist the children always produce their best.
- Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Work collaboratively with colleagues in a team, setting high professional standards.
- Take an active part in the life of the school.
- Keep notes on matters relating to your class including: interactions with parents and incidents involving children. Notes should be dated and key points outlined.
- Write and proof read end of year reports for your class, ensuring high standards of written English.

### **Evaluation, Assessment and Record Keeping**

- *Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.*
- *Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.*
- *Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.*
- *Set regular ambitious yet achievable targets for the children.*

### **Other Responsibilities**

- *Participate in scheduled meetings, including a weekly team meeting.*
- *Participate in duty rosters, including taking assemblies, lunch and playtime duties.*
- *Participate in the school's arrangements for performance management and other professional development activities.*
- *Facilitate the training of students as required.*
- *Safeguard the health and safety of all children.*

*For teachers M3 and above:*

- *Take responsibility for a subject area, or Academy priority area, in line with the Academy's pay and conditions policy.*

*Signed:* \_\_\_\_\_

*Date:* \_\_\_\_\_