

## JOB DESCRIPTION

### THE PARTNERSHIP TRUST

**NAME:**

**POST TITLE:** Class Teacher (Mainstream School)

**GRADE:**

**RESPONSIBLE TO:** Headteacher

**DATE:**

**DISCLOSURE LEVEL:** Enhanced

#### **JOB PURPOSE**

- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher/Executive Headteacher of the school.
- To develop a subject area, if required, to ensure appropriate depth and breadth of learning for all pupils.
- To monitor and support the overall progress and development of pupils as a Tutor.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document not mentioned in the above.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **Operational / Strategic Planning**

- To assist in monitoring and following up student progress.
- To assist in the implementation of school policies and procedures, for example Equal Opportunities, Health and Safety, COSHH, etc.
- To work with colleagues to formulate aims and objectives which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.
- Ensure that the planning activities reflect the needs of the pupils and the aims and objectives of the school.
- To support the ICT coordinator in the application of ICT in the Curriculum area.

##### **Curriculum Provision**

- To liaise with the Head of School to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.

##### **Staffing, Staff Development, Recruitment / Deployment of Staff**

- To work with the Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to own professional development review.
- To ensure the effective efficient deployment of support within own classroom.

##### **Quality Assurance**

- To ensure the effective operation of quality control systems.
- To assist in the process of the setting of targets within the subject area and to work towards their achievement.
- To help to establish common standards of practice across the subject area and support the development and effectiveness of teaching and learning styles in the subject area.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures.
- To participate in the monitoring and evaluation of the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria.

- To seek / implement modification and improvement where required within the relevant curriculum area.
- To ensure that quality procedures meet the requirements of self-evaluation and school development plans

### **Management Information**

- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the appropriate systems, including SIMs and assessment data.
- To analyse and evaluate performance data.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist in the identification of exam entries within the curriculum area.

### **Communications**

- To help ensure that all colleagues teaching in the curriculum area are familiar with its aims and objectives.
- To ensure effective communications/as appropriate with the parents of pupils.
- To liaise with partner schools, trust schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

### **Marketing and Liaison**

- To contribute to the school liaison and marketing activities, eg the collection of material for press releases.
- To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subject at Open Days / Evening and other events in partners schools and the wider community.
- To actively promote the development of effective subject links with external agencies

### **Management of Resources**

- To assist the Headteacher to identify resource needs and to contribute to the efficient / effective use of physical resources.
- To co-operate with other colleagues to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.

### **Pastoral System**

- To monitor and support the overall progress and development of pupils.
- To help to monitor pupil attendance together with pupil progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Tutor and carry out the duties associated with the role as outlined in the job description
- To assist in the implementation of the Behaviour Management system in the school or key stage so that effective learning takes place.
- To safeguard and promote the welfare of pupils and take steps to prevent any child from suffering ill treatment or neglect.
- To be familiar with and adhere to the Child Protection procedures adopted within the school and report to the Designated Safeguarding Lead or Headteacher any concern that a child has been mistreated, either physically, emotionally, sexually or by neglect.

### **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a teacher on their agreed pay scale.
- To develop a rapport with pupils to help develop their social and academic potential.

### **Tutor**

- To carry out the duties of a Tutor to include;
  - the maintenance of an ordered, attractive environment
  - the development of an understanding of the children's difficulties by observation, consultation with other professionals and (if necessary) research

- making positive relationships with parents and providing them with advice and support
- maintaining a positive, caring ethos within the classroom
- the marking of registers, ensuring absence and lateness are accounted for and take appropriate action where they are not
- coordinating and compiling reports on children as required, including Annual Reports and Annual Reviews
- the undertaking of other administrative duties as required by the Head of School to ensure the safe, smooth running of the class
- playing a part in assemblies, escorting the class to assemblies and attending staff meetings as required.

### **OTHER DUTIES**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship
- To promote actively the school and Trust's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document not mentioned in the above

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 with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Trust to access their online record.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Designated Safeguarding Lead.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to.