

HIGHFIELD ACADEMIES



JOB DESCRIPTION

POST TITLE: CLASS TEACHER

In accordance with the school's policies and under the direction of the Headteacher:

Teaching:

To plan and prepare schemes of work and complete planning documentation.

To teach, according to their educational needs, the pupils in your class/es, including setting and assessment of work to be carried out by the pupil in school and elsewhere.

To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.

To make records and report on the personal and social needs of pupils.

Assessment, Recording and Reporting:

To assess, record and report on the development, progress and attainment of the pupils in your class.

To provide or contribute to oral and written assessment, reports and references relating to individual pupils and groups of pupils;

Performance Management:

To participate in arrangements for the performance management of you own role and that of other teachers and teaching assistants.

Further Training and Professional Development:

To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

Curriculum Development:

To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health and Safety:

To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on school premises and when they are engage in authorised activities elsewhere.

Staff Meetings:

To participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Communication:

To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.

To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above.



Management and Administration:

To co-ordinate or manage the work of other staff;

To participate in administrative and organisational tasks related to such duties as are described above, including the direction and supervision of persons providing support for the teachers in school; and

To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

Attending Annual Review meetings for the children in your class, and CIN meetings, or providing a written report where attendance is not possible.

To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Administration:

To participate in administrative and organisational tasks related to the duties described, including registering the attendance of pupils in accordance with the workforce reforms

Preparing reports for Annual Reviews and at any other time when requested.

To prepare information for parents and agencies as needed for pupils in the class.

To manage or supervise anyone providing support in your class.

To order and monitor use of resources within your subject area and classroom.

General Professional Duties

To carry out particular duties as may reasonably be assigned to you by the head teacher.

To contribute to the overall life and work of the school as directed by the Senior Management team in accordance with STPC document.

Generic Responsibilities of all Active Learning Trust Employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be

