

## **JOB DESCRIPTION**

<b>Post Title:</b>  <b>Classroom Teacher</b>	<b>Grade</b> (Delete as appropriate)  <b>Lower/upper pay range</b>  <b>Specify TLR</b>	<b>Date Issued</b>
<b>Department:</b>		
<b>Responsible to:</b>  <b>Responsible for:</b>		

**Additional duties/responsibilities**  
(eg TLR3 or Honorarium)

**Y / N / see attached sheet**

### **MAIN PURPOSE OF THE JOB**

Responsible for the learning and achievement of all pupils in the classes allocated; ensuring that all pupils achieve the highest standards of work and conduct.

To build relationships based on mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position.

To be proactive and effective in collaborating with learners, parents/carers, governors, other staff and external agencies in achieving the best outcomes for pupils.

Responsible for promoting and safeguarding the welfare of children and young people within the School.

### **DUTIES AND RESPONSIBILITIES**

#### **Teaching**

1. To meet all educational requirements specified within the learning area or adopted by the School and comply with relevant frameworks and guidance which set out the professional duties, responsibilities and standards of teachers ( e.g. Teachers' Standards)
2. To plan and teach lessons and sequences of lessons to classes they are assigned to teach, within the context of the School's plans, curriculum and schemes of work.

3. To be aware of the pupil's knowledge and capabilities and be accountable for their attainment, progress and outcomes.
4. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
5. Participate in arrangements for preparing pupils for external examinations.

### **School Wide Organisation**

6. Contribute to the development, implementation and evaluation of the School's policies, practices and procedures, in such a way as to support the School's values and vision.
7. Work with others in curriculum and/or pupil development to secure co-ordinated outcomes.
8. To be responsible for the administration of specific aspects of the Learning Area as allocated by the Head of Department.
9. To be a form tutor and play a full part in the support of students.

### **Health, Safety and Discipline**

10. Promote the safety and wellbeing of students.
11. Maintain good order and discipline among students.

### **Management of Staff and Resources**

12. Direct and supervise support staff assigned to them, and where appropriate, other teachers.
13. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
14. Deploy resources delegated to them.

### **Professional Development**

15. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

16. Communicate with pupils, parents and carers as necessary; write reports and attend meetings as required.

**Working with Colleagues and other relevant professionals**

17. Collaborate and work with colleagues and other relevant professionals within and beyond the School.

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**Equal opportunities statement**

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

**Child protection**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

**Commensurate statement**

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

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Signed \_\_\_\_\_  
Postholder (PRINT NAME & SIGN)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Headteacher

Date \_\_\_\_\_