



BIRCHENSALE MIDDLE SCHOOL

JOB DESCRIPTION

CLASS TEACHER

Name: To be advised

Reports to: Head of Year

Duties and key result areas:

Professional Duties to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document issued by the DFE.

To uphold the standards of teaching and the personal and professional conduct expected of teachers as defined in the Teachers' Standards May 2012 document.

To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class.

To contribute to raising standards of pupil attainment.

To promote the progress and well-being of every child in the class assigned to them.

To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Professional Duties

- Role model the ethos and core values of the school while teaching pupils.
- To ensure the safety and discipline of all children in the school, at all times, including playground supervision. Implement the School Behaviour Policy.
- To promote the well-being, emotional, social, aesthetic and intellectual development and progress of each child in the class by
 - a. teaching effectively and meeting the varied needs of the pupils
 - b. providing a suitable and stimulating environment for these to take place
- To teach the National Curriculum ensuring that planning, preparation, recording, assessment and reporting meet their varying learning and social needs.

- To set targets for pupils based upon prior attainment.
- To mark/give feedback on work set in school and for homework so that the learners are informed how to improve.
- To ensure the effective and efficient use of any staff that are supporting teaching and learning in the classroom.
- To participate fully in the Induction Process.
- To take part in the school's staff development programme by participating in arrangements and opportunities for continuous professional development.
- To implement and follow school policies and procedures as approved by the Governors and SLT.
- To consult with and report to parents about children's progress, attainments and attitude.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The post holder interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.

Management duties

- To assume responsibility for the classroom and all the equipment contained within it, ensuring that the resources are kept clean, tidy and in good condition.
- To organise, support and liaise with non-teaching staff for the benefit of all pupils.
- To establish good working practices with Teaching Assistants for the benefit of all children including those with Special Needs.
- To attend staff, business and planning meetings, training days and parent evenings and to review curriculum areas as required.

Administrative duties

- To maintain an accurate register of the children's attendance at school.
- To compile and maintain adequate records of each child's progress and achievements throughout the school year and to complete intermediate report cards each long term and a report for parents at the end of the school year.

- To keep an accurate record of work covered in all areas of the curriculum and to have available class planning documents.

Continuing Professional Development

- To keep an accurate record of CPD opportunities attended / undertook, keeping a personal CPD folder of training, performance management, work samples, data etc.
- To be willing to disseminate findings to staff within a staff meeting or training day.
- To carry out any necessary changes to current practise in order to improve teaching and learning.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school.

Mr Mark Brazier
Headteacher

Teacher

Date:

Date: