**JOB DESCRIPTION**

You will be required to fulfil professional and particular duties as required by the Conditions of Employment of Teachers as specified in the current Pay and Conditions Document.

Current practices and procedures at Staindrop Academy require you to carry out the following functions in your capacity as a classroom teacher. The standards indicate the school’s expectations and the document will be used as the basis for lesson observation, support, self-evaluation, appraisal and monitoring. If you hold other responsibilities, a separate job description will be issued for these.

**Function Standard**

**Preparation of** -In accordance with Schemes of Work and methodology

**Lessons** -Clearly identify Learning Objectives

- Give consideration to

* a variety of approaches
* progression between lessons
* progression within the lesson
* pace
* Ensure appropriate resources are available
* Note the circumstances of students on special needs register and those who have medical conditions

**Classroom**

**Management** - Ensure the classroom is a safe working environment

* Ensure the room is tidy with books and resources properly stored when not in use
* Sit students in accordance to your seating plan to suit activities (classcharts)
* Be prepared to begin and end the lesson on time
* Reinforce school rules and standards (e.g. coats, trainers, punctuality)
* Expect students to raise their hands and wait to be invited to contribute
* Use praise extensively and openly
* Award achievement points regularly and keep a record
* Refer exceptional praise and concerns on official forms within 1 working day
* Achieve good standards to discipline consistent with expectations for the students concerned
* Carry out own sanctions to limit of your authority
* Using a range of strategies to promote good behaviour and to manage in appropriate behaviour within school policies.

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| **Presentation of**  **Lessons**  **Marking**  **Record**  **Keeping**  **Monitoring and**  **Assessment**  **Reporting to**  **Parents**  **Communication**  **Professional**  **Development**  **Duties/**  **Attendance** | - Learning objectives must be explained to class  - Have high expectation of the students  - Fulfil the requirements of students with IEP’s  - Include a taught element of 10-20 minutes in most lessons  - Organise tasks and activities appropriate to all students  - Use a range of resources to stimulate learning  - Set deadlines within the lesson which ensure pace and challenge  - Ensure all students have opportunity at some time to develop their  Skills in Group Work, Oral work and Investigative Learning  - Ensure delivery of the ICT component of the Schemes of Work  - Regularly check students’ understanding by questioning  - Evaluate learning towards the end of each lesson  - Set appropriate HW and give students opportunity to record it and ask  questions  - Provide appropriate work for students upon request by Progress  Leader/Tutor immediately if isolated or educated offsite  - Understanding of your responsibilities under the SEN Code of Practice     * Assess oral and/or practical work in lessons where relevant * Mark routine written work within 2 weeks using current procedure.   Include a quality grade at least and level and position grade where  appropriate   * Mark HW in line with fortnightly Academy policy * Set half termly tests and mark within a week * Set annual exam and mark within 10 working days * Pass test and exam marks to SL immediately after marking and enter on data system * For each class, record * attendance or absence at each lesson * achievements awarded on Class Charts * referrals including codes for missed HW on Class Charts * detentions on Class Charts * marks for written work oral/practical work * exam and test grades and, at KS3, levels for tests and exams * Mark records available for next teacher * Note, for each student at the beginning of the year, current   Achievement and end of year expected grade/level (as notified by  SL   * Notify YL/SLT link of under/over achieving students every half term * Set realistic learning objectives and help students achieve them * Provide information required for special purposes within 3 days * Be prepared to give an explanation to your SL for any student who does not achieve their expected grade * Understanding the role of other professionals in maximising students learning * Complete the School Report by published deadlines annually * Meet parents for up to 5 minute interviews (11-16) for 2½ hours on each consultation evening * Provide levels, grades or comments within 3 days when these are particularly requested x 5 times per year * Read weekly notices and daily notices (posted in staffroom) * Attend weekly collaboration meetings according to the School Calendar * Attend Full staff meetings according to the School Calendar * Attend additional meetings as required within 1265 hours directed time limit * Respond within 3 days to request for views or information * Attend Form Tutors meeting * Participate in the school’s approved appraisal arrangements * Participate in 5 whole school training days or the equivalent of these * Participate in approved training activities arising from national, school or department initiatives which fall within 1265 hours directed time * Participate in training which arises from appraisal (within 1265 hours) * To undertake any other duties as specified by STPCD not mentioned in the above as directed by the Headteacher * Fulfil before school, breaktime and after school according to published rotas (within 1265 hours) * If unfit for work, notify your absence to J Baker before 7.30am and provide appropriate work for your classes |