



Job Description

Name:

Role: **Class Teacher**

Salary Range: **MPS / UPS**

Start: **September 2017**

Review Date: **July 2018**

Core Responsibilities

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD)
- Be a creative practitioner, working within a team to support the development of the academy's vision for educational excellence
- Plan and prepare pupils' work and lessons within the parameters laid down by the Planning Policy and National Curriculum
- Attend relevant and appropriate training to support your post, responsibilities and the children in your Key Stage
- Differentiate work so that the needs of all children are met
- Provide guidance and advice to pupils on educational, social and moral matters.
- Be prepared to join a curriculum steering group and / or an extra-curricular activity
- Keep the Headteacher informed of issues arising / affecting the staff and wider school community.
- Generate an atmosphere of focus, drive and high expectations within your classroom.
- Advise and support, and hold to account, support staff in your team.

General

- Promote the ethos and vision of Hemlington Hall Academy
- Be committed to raising standards of achievement for ALL children
- Provide a safe, welcoming, organised, creative and interesting learning environment
- Be aware that each child has a right to equal opportunities and equal access to the curriculum
- Implement all the policies agreed by Hemlington Hall Academy
- Maintain high expectations and insist the children always produce their best
- Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues
- Work collaboratively with colleagues in a team, setting high professional standards
- Take an active part in the life of the school

- Use CPOMs to keep notes on matters relating to your class including: safeguarding concerns, interactions with parents and incidents involving children
- Write and proof read end of year reports for your class, ensuring high standards of written English.

Evaluation, Assessment and Record Keeping

- Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies
- Ensure children are challenged to meet the end of KS2 expectations
- Ensure children have opportunities to prepare fully for end of KS2 tests
- Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate
- Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy
- Set regular ambitious yet achievable targets for the children

Other Responsibilities

- Participate in scheduled meetings, including a weekly planning meeting with Support Staff
- Participate in duty rosters, including taking assemblies, lunch and playtime duties
- Participate in the school's arrangements for Appraisal and other professional development activities
- Facilitate the training of students as required
- Safeguard the health and safety of all children.

For teachers M3 and above:

- Take responsibility for a subject area, or Academy priority area, in line with the Academy's pay and conditions policy.

Signed: _____

Date: _____