

## Teacher

## Main scale

Ref : 2018009/010

Each **class teacher** is responsible for carrying out the duties of a teacher as set out in the School Teachers' Pay and Conditions Document. This job description may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### MAIN RESPONSIBILITY

To carry out such appropriate duties as may be reasonably directed by your Head Teacher, from those described in part 7 and Annex 1 of the School Teachers' Pay and Conditions Document.

### OTHER DUTIES/RESPONSIBILITIES:

1. To have a commitment to the agreed whole school vision and values as published in the school development plan. To positively promote and contribute to the team ethos of the Academy
2. To plan, prepare and deliver an appropriate, broad, balanced, relevant, differentiated and challenging curriculum to all students appropriate to their needs. The programme of work must:
  - take account of each child's individual needs through differentiation of expectations/task
  - consider the needs of the child in all aspects of development
  - fulfil the National Curriculum requirements
  - be in line with whole school policies
  - motivate the student to learn independence and self confidence
  - have an awareness of decisions made by the Government, LA, Governing Body and Support Agencies
  - have a commitment to first-hand experience/curriculum enrichment and the celebration of student's contributions
3. To assess and evaluate the student's work and provide student profiles/records of achievement which:
  - are in line with the National Curriculum requirements
  - enable the tracking and monitoring of progress and inform the setting of annual targets
  - form the basis of professional dialogue with: colleagues; parents; support agencies; link schools etc.
  - are filed and available as required
4. Contribute to raising standards of student attainment
5. Co-ordinate and direct the work of Teaching Assistants who are assigned to the class
6. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff
7. Prepare necessary resources and materials, maintain a safe and stimulating classroom environment and maintain classroom resources

8. Ensure that all the students within the class have equal access to the experiences and opportunities provided
9. To take an active part in meetings/working groups
10. To actively promote and implement whole school policies
11. To have high expectations of the student in regard to work, attitude and behaviour. To ensure high standards of behaviour so that effective learning can take place and good relationships can be formed within the school community
9. To have pastoral care of the teaching group, within the school ethos, by:
  - being a good role model for the student in all personal qualities
  - fostering the positive self-image of each child through praise and encouragement
  - respecting each child and ensuring that each child develops through praise and encouragement
10. To relay any concern to the Assistant Head Teacher and the Head Teacher
11. To continue personal and professional development
12. To safeguard and promote the welfare of student for whom you have responsibility or come into contact with, to include adhering to all specified procedures
13. Any other tasks as may be reasonably requested by the Head Teacher
14. To carry out your duties with full regard to the Academy's Equality Policy and Race Equality Scheme
15. To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

Hartlepool Aspire Trust, Calcote Academy and Calcote Futures are committed to safeguarding and promoting the welfare of students and expect all staff and volunteers to share this commitment.