# JOB DESCRIPTION – CLASSROOM TEACHER (temporary)

# Main purpose of the job:

* Be responsible for the learning and achievement of all pupils, ensuring equality of opportunity for all
* Be responsible and accountable for achieving the highest possible standards in work and conduct
* Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school

# Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [*School Teachers Pay and Conditions* *Document*](https://www.education.gov.uk/publications/)*.* Teachers should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher [standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

## Teaching

* Have a secure knowledge of the relevant subjects of the national curriculum; deliver the curriculum as relevant to the age and ability group/subject/s that you teach
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate, to promote a love of learning
* Be accountable for the attainment, progress and outcomes of pupils’ you teach
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
* Have a clear understanding of the needs of all pupils, including those with special educational needs; more able; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject); if teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment
* Make accurate and productive use of assessment to secure pupils’ progress
* Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
* Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions* *Document*

## Behaviour and Safety

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document*
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Cover for absent colleagues within the remit of the current *School Teachers’ Pay and Conditions* document

## Fulfil wider professional responsibilities

* Make a positive contribution to the wider life and ethos of the school
* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Undertake any other duties under the reasonable direction of the Headteacher

**SUBJECT LEADER**

**CURRICULUM RESPONSIBILITIES:**

**Subject leadership for:**

**Organisation:**

* To prepare policies and plan schemes of work to ensure continuity and progression

throughout the school.

* To advise on a common style for curriculum planning in both the medium and short term.

**Implementation:**

* To assist staff through meetings, workshops and advice to put the curriculum into practice.

**Monitoring:**

* To ensure the schemes of work are put into practice in line with guidelines and monitor its implementation through staff planning, lesson observation and scrutiny of pupil’s work, as appropriate.

**Assessment:**

* To implement and monitor on-going pupil assessment.
* Develop a school portfolio of pupils’ work to assist staff in determining levels achieved within the National Curriculum.

**Reviewing:**

* To conduct an annual review to provide information for management planning for future developments.
* To report curriculum audit and action plans to the Governing Body

**Resources:**

* To ensure there are adequate resources for delivering the subjects.
* Prepare requisitions based on maintenance and development of the subject area
* To maintain the resource base

**CPD:**

* To participate in relevant in professional development and support teachers to develop the subject in the school.

Unless otherwise so indicated, no part of this job profile should be construed as determining the amount of time to be spent on a particular duty or responsibility. All particular and professional duties and responsibilities shall be carried out in accordance with the school’s policy on directed time and with regard to the need to work such additional hours as may be required to discharge effectively a teacher’s professional duties.

This job profile will be the subject of review as part of the appraisal process or as part of school re-organisation and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

**HEADTEACHER: DATE:**

**TEACHER: DATE:**