WISE ACADEMIES

Job Description

JOB TITLE	Teacher
GRADE	Main Pay Scale
RESPONSIBLE TO	Headteacher
MAIN PURPOSE OF THE JOB	To undertake all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document, and under the reasonable direction of the leadership of the academy.
HOURS & CONDITIONS OF SERVICE:	Full Time. In accordance with School Teachers' Pay & Conditions

In fulfilment of all responsibilities and duties, a Class Teacher should show a commitment to the aims, policies and ethos of the academy, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

This Job Description identifies exhaustively the responsibilities of the post. It will be reviewed annually and may be subject to amendment as the needs of the academy require, but only after full consultation with all teachers concerned. The WISE Academies grievance procedure applies in relation to any dispute arising in connection with this Job Description.

Responsibilities

It is the responsibility of a Class Teacher to:-

TEACH a class of pupils to develop knowledge skills understanding and abilities to the highest level, within a secure and challenging environment.
UNDERTAKE associated pastoral and administrative duties and general responsibilities as agreed with the Headteacher.
SET high expectations, which challenge pupils.
MAINTAIN good order in the classroom and around the academy with due regard to the academy's policy on behaviour and discipline.
PROVIDE a good role model for pupils.
SAFEGUARD THE HEALTH AND SAFETY of self and others in accordance with the academy's Health and Safety Policy.

Duties

It is the duty of a Class Teacher to:-

PLAN

- teaching programmes on a termly and weekly basis in accordance with academy policies
- and schemes of work, and the demands of the National Curriculum
- programmes of work and activities for pupils according to their educational needs
- differentiation within activities so that all children are able develop their full potential for the progression of pupils within and between activities
- educational visits and visitors appropriate to ongoing work

PREPARE

- appropriate teaching materials
- activities for pupils matched to their individual needs
- induction packs for children and their parents

ORGANISE

- the classroom environment
- the use and storage of books and other teaching materials within the classroom the learning experiences of all pupils
- the induction of children, including a programme of visits for parents and children to the academy and visits to children and parents in their homes

IMPLEMENT

- planned teaching programmes using a variety of methods appropriate to the needs of the class
- planned programmes of work and activities matched to pupils' educational needs the academy's policy with regard to pastoral support
- the academy's policy on behaviour and discipline, including the use of appropriate praise or sanctions for pupil work and behaviour
- planned educational visits

MONITOR AND ASSESS

- the achievements and progress of individual children with reference to the arrangements in use in the academy and the requirements of the law
- pupil performance through the completion of Baseline Assessments

SUPPLY THE FOLLOWING INFORMATION

- daily attendance records
- termly and weekly planning records to be shown to the Headteacher
- oral and written reports to parents
- records of progress and performance and annotated samples of work for inclusion in each child's portfolio
- Entry Profiles (for Nursery children where applicable)
- documentation necessary for transfer between key stages
- oral and written reports to any other agencies entitled to such information

ATTEND THE FOLLOWING MEETINGS

- meetings as required relating to the curriculum, administration and organisation
- twice annual parents' meetings
- meetings for parents of prospective children,
- meetings on Entry Profiles for children

- meetings with parents of pupils on the Special Educational Needs Register

DEVELOP PERSONALLY AND PROFESSIONALLY THROUGH
- reflection on own practice and private study
- participation in the academy's teacher appraisal programme
- participation in appropriate in-service education programmes.

Relationships

A Class Teacher is required to:

BE RESPONSIBLE TO
- the Headteacher

CO-OPERATE WITH
- the Headteacher
- all colleagues, both teaching and non-teaching
- subject and area co-ordinators
- invited advisors offering support for curriculum development
- inspection teams.

Other

To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

To promote the safeguarding of children.

To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

To undertake other duties appropriate to the post that may reasonably be required from time to time.

Any other duties required by the Headteacher, which is within the scope of this post.