

TEACHING AND LEARNING CLASS TEACHER - JOB DESCRIPTION

Job title	Teaching and Learning Class teacher
Responsible to	Head of Department / Link SLT Manager / Headteacher
TLR	None
Duties: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.	

Key responsibilities

(a) Summary of post.

1. Maintaining a secure knowledge and understanding of your specialist subject and wider curriculum developments.
2. To provide teaching and learning to students across the National Curriculum Levels range.
3. To promote and be involved in the Every Child Matters policy.
4. Involving: lesson preparation, classroom delivery, marking, assessing, reporting to parents according to school policy
5. Planning and preparation of courses and lessons for groups of students assigned to you, taking into consideration the educational needs of students within those groups.
6. Using teaching methods, which engage students and stimulate their intellectual curiosity.
7. Liaising with SENCO to provide appropriate learning for all students, addressing the needs of gifted and talented students and providing tutorial support to students.
8. When assigned to cover duties, supervising and, so far as is practicable, teaching any students whose teacher is not available to teach them.
9. Attend appropriate staff, student review, and departmental meetings.

(b) Planning, Procedures and Development

1. To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in one's class.
2. Setting and supervising work by pupils: To teach classes, sets, groups or individual pupils, and to set tasks to be undertaken both at school and elsewhere as appropriate to school policy.
3. Marking and recording: To mark and assess pupils' work and to record student development, progress and attainment, both at school and elsewhere.
4. Discipline and relationships: To maintain good order, discipline and respect for others among pupils; to promote understanding of the school's rules and values; to safeguard health and safety; and to develop relationships with and between pupils conducive to optimum learning.
5. Communication with parents: To build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
6. The Classroom: To maintain an attractive and stimulating classroom environment, and to contribute to displays in the school as a whole.
7. Overall policy and review: To take part in whole-school reviews of policy and aims, and in revising school guidelines.
8. Reports: To provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual pupils and groups of pupils.
9. Review: To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate (in line with Performance Management)

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(c) Liaison, co-operation and Pastoral

1. The teacher will work in liaison, contact and co-operation with: other members of staff, parents, governors, the local community, County support and advisory services.
2. The teacher will work in liaison with organisations and networks relevant to the teacher's specialism or subject.
3. Professional development: To keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, and take part in appraisals and reviews of one's work arranged by the school.
4. To maintain and undergo regular observations and participating in regular in-service training as part of continuing professional development (CPD).
5. Liaising with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers as appropriate.
6. Undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties.

(d) Student Progress

1. To organise and manage consistent procedures: to monitor student progress, attainment, teaching and learning, lesson plans, starters, plenaries, marking.
2. To support departmental assessments both for external and internal exams.
3. Support departmental procedures in encouraging positive student feedback procedures and assess and act upon the comments.
4. Support the department in helping to assess students' work and returning it promptly to students
5. To encourage student motivation to work to their potential.
6. Support that departmental procedures are fair, consistent, maintain confidentiality and establish positive, mutually respectful relationships with students.
7. Encourage positive pupil behaviour in the classroom and on the school premises and apply appropriate and effective measures in cases of misbehaviour.

Policy and Legal Framework: The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. The teacher will work within the framework of national legislation, including Education Acts from 1994 (and Schoolteachers Pay and Conditions Act 1987, and 1995 document). Required to follow school policies and guidelines on the curriculum and school organisation. In addition the teacher will follow County policies, in particular those relating to curricular aims and principles, and to race and gender equality. **Tasks and Duties:** The Pay and Conditions Act 1987 lists the duties to be included in all Job Descriptions for teachers. The following statement is intended to incorporate all the duties itemised in Schedule 3 of the Act, and any subsequent statutory instruments made under the Act. The tasks and duties listed above are required for all teachers. These may be reviewed at least once a year, usually in the Summer Term.

Date approved	June 2008/2010	Teacher signature	
Date reviewed l	By agreement		

Line manager		Headteacher	Grahame Hodson
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The job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Headteacher to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express or implied, which arise from the nature and character of the post.