

<b>Post Title:</b>	<b>Class Teacher</b>
<b>Reporting to:</b>	Phase Leader
<b>Working Time:</b>	195 days per year. Full-time / Part-time
<b>Salary/Grade:</b>	MPS / UPS
<b>Disclosure level</b>	Enhanced

<b>Purpose:</b>	To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. To be an effective professional who demonstrates thorough curriculum knowledge, teach and assess effectively, take responsibility for professional development and has students who achieve well.
<b>Responsibilities:</b>	<p>A teacher (other than a Headteacher) may be required to undertake the following duties:</p> <p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Plan and teach lessons and sequences of lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.</li> <li>• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.</li> <li>• Participate in arrangements for preparing pupils for external examinations.</li> </ul> <p><b>Whole school organisation, strategy and development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.</li> <li>• Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.</li> <li>• Subject to paragraph the above supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.</li> </ul> <p><b>Health, safety and discipline</b></p> <ul style="list-style-type: none"> <li>• Promote the safety and well-being of pupils.</li> <li>• Maintain good order and discipline among pupils.</li> </ul> <p><b>Management of staff and resources</b></p> <ul style="list-style-type: none"> <li>• Direct and supervise support staff assigned to them and, where appropriate, other teachers.</li> <li>• Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.</li> <li>• Deploy resources delegated to them.</li> </ul>

<p><b>Other Specific Duties:</b></p> <ul style="list-style-type: none"><li>• To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.</li><li>• To support the school in meeting its legal requirements for worship.</li><li>• To promote actively the school's corporate policies.</li><li>• To continue personal development as agreed.</li><li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li><li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li></ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
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<p><b>Other Specific Requirements:</b></p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, but will be commensurate with the salary and job title.</p>
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Signed \_\_\_\_\_

Name \_\_\_\_\_

Headteacher

Signed \_\_\_\_\_

Name \_\_\_\_\_

Post-Holder

Date \_\_\_\_\_