

## **CLASS TEACHER**

### **JOB DESCRIPTION – ADDITIONAL INFORMATION**

#### **RESPONSIBLE TO:**

Head of Department/Subject Leader

This document should be read in conjunction with the School Teachers Pay and Conditions document which lays out the general functions of teachers. This document refers to the context of Ruskin Sports College job descriptions change of over, and therefore, please consider this as a set of guidelines.

#### **OBJECTIVES:**

- Carry out professional duties in line with the Headteacher's direction and STPCD.
- Raise standards of attainment and achievement within the year group.
- Monitor student progress and development within the year group.
- Monitor, evaluate and enhance teaching and learning within the year group in any way possible, but particularly through student pursuits and close liaison with subject leaders.
- Monitor and contribute to the provision of a broad, balanced, relevant and differentiated curriculum for the year group.
- Support and deal with behaviour referrals for the year group as appropriate and within school guidelines.
- Manage all resources effectively (human and physical).
- Support the school vision through the year group's vision.

#### **PLANNING:**

- Plan and prepare lessons for all classes.
- Differentiate for individuals, taking into account IEPs, Gifted and Talented registers, etc. and accounting for the use of TAs.
- Contribute to the coherent preparation of Schemes of Work, syllabi and other resources within the department.

#### **TEACHING:**

- Teach assigned classes, focusing on progress, potential and data.
- Ensure literacy, numeracy and ICT are integral components to subject teaching.
- Set and mark homework.
- Differentiate teaching for individuals ensuring a high quality learning experience
- Lead well, disciplined classes, consistent with the expectations of behaviour for learning at Ruskin Sports College.
- To contribute to the school quality procedures for lesson observation.

#### **ASSESSMENT:**

- Assess students' work against targets and monitor progress
- Mark work regularly, retaining a record of this and ensuring feedback is given to students.
- Contribute to the preparation of assessment materials and administer e.g. exams.
- Ensure that students are entered for suitable exam papers.

**REPORTING:**

- Prepare reports according to the calendar, recording and monitoring attendance, progress, development and attainment.
- Attend consultation evenings and celebration evenings.
- Contact parents directly, respond to parents and be proactive, following agreed communication procedures within school.

**PROFESSIONAL /PERSONAL DEVELOPMENT:**

- Attend meetings on the calendar.
- Attend training sessions as required.
- Assist in the implementation of all school policies and procedures.
- Prepare and update subject materials.
- Ensure high standards of behaviour, punctuality, attendance and work in lessons.
- Keep up to date with national developments in the area of learning.
- Take part in all relevant meetings, CPD, INSET days, lesson observations.
- Engage in the Performance Management process.
- Be a team player.
- Participate in liaison activities, parents evenings, parents and child days, review days as appropriate.

**SCHOOL ETHOS:**

- Play a full part in the life of the school, sharing the vision and leading by example.
- Support the school in meeting the legal requirements for working.
- Undertake risk assessments complying with Health and Safety policy.

**USE OF DATA:**

- Use data to identify targeted students and track the performance of all students.