



## **CLASS TEACHER**

### **JOB DESCRIPTION**

**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.

#### **OBJECTIVES:**

- Carry out professional duties in line with the Headteacher's direction and STPCD.
- Achieve at least expected standards of attainment and achievement across all classes.
- Monitor student progress and development across all classes.
- Monitor, evaluate and enhance own teaching and learning across all classes.
- Monitor and contribute to the provision of a broad, balanced, relevant and differentiated curriculum for all classes
- Deal with behaviour issues as appropriate and within school guidelines.
- Ensure standards of behaviour and attitudes to learning within all classes are of the highest standard possible.
- Manage all resources effectively (human and physical).
- Support the school vision.

#### **PLANNING:**

- Plan and prepare engaging, relevant and stimulating lessons for all classes taking into account relevant data.
- Differentiate for individuals, taking into account SEN, Gifted and Talented registers, EAL and all vulnerable groups.
- Contribute to the coherent preparation of Schemes of Work, syllabi and other resources within the department.

#### **TEACHING:**

- Teach assigned classes, focusing on better than expected progress.
- Ensure literacy, numeracy, communication skills and ICT are integral components to subject teaching.
- Set and mark appropriate 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.

#### **ASSESSMENT:**

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

**REPORTING:**

- Prepare reports according to the calendar and in line with expectations.
- 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.
- Uphold all school policies and procedures.
- Prepare and update subject materials.
- Uphold the professional standards.
- Keep up to date with national developments in your area of learning.
- Take part in all relevant meetings, CPD, INSET days, lesson observations.
- Engage in the appraisal process.
- Be a team player.
- Participate in liaison activities, parents' evenings, parent 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.

**Name (printed):** .....

**Signed:** .....

**Date:** .....

Please return to **Dawn Yeadsley**. This document will be held on your personnel file.