

# The Learning Academy Trust

## Job Description: Class Teacher

The range of duties listed below amplify and extend the role of a class teacher, but do not replace such other duties that may be required, as laid down by the School Teachers' Pay and Conditions Acts. All teachers will work within the framework of such legislation, as well as within.

### **The teacher will have responsibility for:**

- Developing teaching and learning across the curriculum in order to raise achievement (whole school)

The tasks and duties listed in Section A below are required of all teachers. Those listed in Section B are required of all teachers other than those in their first year of teaching. They relate to coordinating and leading developments in a number of non-core areas of the curriculum, or phase.

### **Role Description**

#### **SECTION A: A class teacher is expected to:**

##### **Teaching**

- plan and prepare courses, schemes of work and individual lessons appropriate to the needs, interests, experience and existing knowledge of the children
- teach a class, or classes, groups or individual pupils
- set tasks to be undertaken by children
- have high expectations of the children, value and recognise the diversity of their abilities, and ensure that each child achieves his or her full potential
- ensure that proper account is taken of any specific needs children have by reason of their gender, language or ethnicity and that appropriate provision is made for them
- promote the social development and welfare of the pupils so that each child feels valued and enjoys learning
- supervise and teach any pupils whose teacher is absent

##### **Monitoring and recording**

- monitor and assess pupils' work
- record their development, progress and attainment
- provide or contribute to oral and written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils

##### **Ethos of the Academy**

- maintain an ordered and caring environment in the classroom and around the Academy so that children achieve their potential and feel secure and valued
- make pupils aware of their rights and responsibilities in respect of each other, the staff and the Academy community as a whole

- take part in the corporate life of the Academy for, for example, attending assemblies, registering the attendance of pupils and supervising pupils before and after Academy sessions

### **Parents**

- build and maintain a close partnership with parents
- communicate with parents on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties

### **Resource Management**

- maintain an attractive and stimulating classroom
- take responsibility for resources allocated to their own classroom
- contribute to displays in the Academy as a whole
- comply with the requirements of Health and Safety and other related legislation

### **Overall policy and Professional development**

- take part in whole-Academy reviews of policy and aims, and in the revision or formulation of guidelines
- evaluate, review and improve their own teaching methods, materials and schemes of work
- keep up-to-date with current educational thinking and practice, both by reading and CPD
- take part in performance reviews and reviews of one's work arranged by the Principal

### **Equal Opportunities**

- help ensure that subject matter and learning resources reflect the Academy's policies relating to equal opportunities in respect of race, gender and special needs
- help ensure that these policies are implemented within the tasks and duties listed above

**SECTION B: All class teachers (other than those in their first year of teaching) are expected to:**

### **Co-ordination**

- share in the co-ordination of one particular 'phase' (Early Years, KS1 or KS2)
- share in or take responsibility for the leadership of subject or whole Academy area
- assist in or take responsibility for the production, evaluation and review of such whole-Academy policies and guidelines as are appropriate to their phase and subject responsibilities

### **Model of good practice**

- organise their class teaching in such a way as it sets high standards for other members of staff

### **Display**

- organise and co-ordinate displays of children's work, so providing stimulus and ideas for colleagues, information for parents, and recognition of the children's achievements
- put up whole Academy displays

### **Monitoring**

- sample children's books or folders from time to time
- check the appropriateness of the content, progression and continuity between and within classes and consistency in standards of presentation and learning

### **Resources**

- advise the Principal on the requisition or purchase of appropriate books, learning materials and equipment
- advise the Principal on the allocation of these resources within the Academy
- ensure compliance throughout the Academy with Health and Safety and other related legislation for those resources appropriate to their areas of responsibility

### **Working with colleagues**

- acquaint new members of staff and visitors with the Academy's policies and guidelines
- assist such colleagues in the practical implementation of those policies
- lead in-service workshops, meetings and activities for members of staff

### **Liaison**

- promote positive liaison and continuity between the two phases
- work in liaison with advisory and support services, other organisations, agencies and networks relevant to the teacher's specialism or subject, parents, governors and the local community