



## **JOB DESCRIPTION**

JOB TITLE: Class Teacher

SCALE: MPS based on experience

ESTABLISHMENT: Thomas Johnson Lower School

LOCATION: Hurst Grove, Lidlington, Beds.

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Teaching and learning of a class group, coordinating an agreed curriculum area

To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the School.

### **Duties and Responsibilities**

#### **ORGANISATION**

- take an active part in our School Values and Vision
- in consultation with the SLT, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the School's Development Plan
- in accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in pupils' learning
- assess, record and report on the development, progress and attainment of the pupils assigned to them within the School guidelines
- manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- provide and facilitate the general progress and well-being of any individual student within any group of students assigned to them, providing guidance and advice to students on educational and social matters
- implement the School policy with regard to registration, student absence, dress code and enforce School rules relating to behaviour and health and safety
- participate in full staff meetings and to contribute to School decision making and consultation procedures
- be involved in the School's Performance Management process, to engage in professional development activities so as to enhance personal performance, fulfil personal potential and be able to participate effectively in the implementation of the School's goals and Development Plan
- establish individual active links with other professionals in order to extend both pupil learning and own professional development
- to undertake responsibility for coordinating an agreed area of the curriculum and to carry out all associated duties.
- to carry out a share of supervisory duties in accordance with published rotas
- to participate in appropriate meetings with colleagues and parents relative to the above duties

#### **RESOURCES**

- Operate relevant equipment/ICT packages
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Support Teaching Assistants with day to day issues
- Ensure effective communication with all colleagues (teaching and support staff)