**Job Description**

**Post Holder:**

**Post Title: Classroom Teacher**

**Accountability for progress and standards:**

* To seek to ensure that all learners make sufficient progress to meet their targets.
* To be accountable for the quality of learning and standards for your assigned classes.

**Purpose:**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for learners and to support a designated curriculum area as appropriate.
* To be responsible for the high-quality teaching and learning in your lessons.
* To monitor and support the overall progress and development of learners.
* To facilitate and encourage a learning experience which provides learners with the opportunity to achieve their individual potential and pass external exams.
* To contribute to raising standards of learner attainment.
* To use question level analysis from assessments to inform your planning and teaching.
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.
* To contribute to the maintenance of good order in classrooms, on corridors and everywhere on the school site.
* To plan and teach lessons and sequences of lessons to the classes you teach within the context of the school’s plans, curriculum and schemes of work.
* To assess, monitor, record and report on the learning of all learners in your class.
* To carefully consider progress data put on SIMS and ensure this data is based on firm evidence.
* To support the school’s literacy and numeracy drive.
* To follow and adhere to the school’s Teaching & Learning Policies to include AFL Policy, Marking & Assessment Policy.
* To be involved in the process of Department Self-Evaluation and Action Planning.
* Provide developmental oral and written feedback to help learners reflect upon and improve their work. Make effective and regular use of the school’s assessment criteria and reporting procedures to inform learning.
* Set targets for raising learner attainment in the context of whole school targets and work towards their achievement.
* Maintain regular records of learners’ attainment and progress.
* Prepare and present informative written and verbal reports on learners’ progress to parents in line with policies.
* Attend Parents’ Evenings and school events as required.
* Assess how well learning objectives have been achieved and use this assessment and school provided data on a regular basis for future teaching and target-setting, as well as implementing strategies to address learner underachievement.

**Professional learning:**

* Take responsibility for your own professional Learning and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as a teacher.
* Maintain an up-to-date knowledge of the primary subject area you are qualified to teach, related teaching pedagogy and relevant aspects of the National Curriculum, exam board requirements and other statutory provisions, including developments and reforms in broader education policy.
* Ensure you understand your professional responsibilities in relation to school policies and practices.
* Evaluate your own teaching critically and use this to improve your effectiveness.
* Engage, positively, with the performance-management system.
* Support colleagues in their professional learning and create opportunities to enhance your skills be learning from colleagues

**Reporting to:** Head of Department

**Responsible for:** The provision of a full learning experience and support for learners.

**Liaising with:** Head/Deputy, teaching/support staff, LEA representatives, external agencies and parents, as appropriate.

**Working Time:** Full time – 195 days a year

**Salary/Grade:** Main Scale (if TLR is applicable, see separate Job Description)

**Disclosure level: Enhanced**

**MAIN (CORE) DUTIES**

**Operational/Strategic Planning:**

* To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
* To contribute to the Curriculum Area and department’s development plan and its implementation.
* To plan and prepare courses and lessons.
* To contribute to the whole school’s planning activities.
* To contribute to the Department’s Self-Evaluation and Action Planning processes.

**Curriculum Provision:**

* To assist the Head of Department and the Deputy Head Line Manager to ensure that the curriculum area provides a range of teaching which complements the school’s strategic objectives.

**Curriculum Development:**

* To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of learners, examining and awarding bodies and the school’s mission and Strategic Objectives.

**Staffing**

**Staff Development:**

* To continue professional development in the relevant areas including subject knowledge and teaching methods.
* To take part in the school’s staff development programme by participating in arrangements for further training and professional learning.

**Recruitment/Deployment of Staff:**

* To ensure the effective/efficient deployment of classroom support**.**
* To work as a member of a designated team and to contribute positively to effective working relations within the school.

**Quality Assurance:**

* To help to implement school quality procedures and to adhere to those.
* To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* To review from time to time methods of teaching and programme of work.

* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
* To mark and assess fully in line with school policy.
* To plan and prepare fully in line with school policy.

**Management Information:**

* To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
* To complete the relevant documentation to assist in the tracking of learners.
* To track learner progress and use information to inform teaching and learning.

**Communications:**

* To communicate effectively with the parents of learners as appropriate.
* Where appropriate, to communicate and co-operate with persons or bodies outside the school.
* To follow agreed policies for communications in the school.

**Marketing and Liaison:**

* To take part in marketing and liaison activities such as Open Evenings, Parents’ Evenings, Review days and liaison events with partner schools.
* To contribute to the development of effective subject links with external agencies.

**Management of Resources:**

* To contribute to the process of ordering and allocation of equipment and materials.
* To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
* To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the learners.

**Pastoral System:**

* To be a Form Tutor to an assigned group of learners.
* To promote the general progress and well-being of individual learners and of the Form Tutor Group as a whole under the guidance of the designated Form Tutor.
* To liaise with a Pastoral Leader to ensure the implementation of the school’s Pastoral System.
* To register learners, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
* To evaluate and monitor the progress of learners and keep up-to-date learner records as may be required.
* To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved.
* To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners, after consultation with the appropriate staff.
* To contribute to PSE and enterprise according to school policy.
* To apply the Behaviour Management systems so that effective learning can take place.
* To follow the Safeguarding and Child Protection Policies/Protocols of the school.

**Teaching:**

* To teach learners according to their educational needs, including the setting and marking of work to be carried out by the learner in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of learners and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual learners and groups of learners.
* To ensure that DCF, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of learners.
* To ensure a high-quality learning experience for learners which meets internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods which will stimulate learning appropriate to learner needs and demands of the syllabus.
* To maintain discipline in and out of the classroom in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of learners as requested by external examination bodies, departmental and school procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required by Policies.
* To set work for designated classes during planned or unforeseen short-term absence.
* To use item level data/question level analysis data and other such data to inform teaching.

**Professional Teaching Standards:**

* Staff are expected to adhere to the Professional Teaching Standards for Practitioners in Wales. The standards clarify the Expectations at each stage of a practitioner’s career.

**Literacy:**

* All practitioners are expected to be ‘teachers of literacy’ through their subject area, following the school’s literacy policies and initiatives.

**Numeracy:**

* All practitioners are expected to be ‘teachers of numeracy’ through their subject area, following the school’s Numeracy Policies and initiatives.

**Digital Competence:**

* All practitioners are expected to embed the principles of the DCF in their subject area, following the school’s Digital Competence Policies and initiatives.

**Other Specific Duties:**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example.
* To support the school in meeting its legal requirements for worship.
* To promote actively the school’s corporate policies.
* To continue personal development as agreed.
* To dress in an appropriate professional manner when in school.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

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 which are commensurate with the salary and job title.

***Signed: ………………………………………………………….***

***Date: ……………………….……………………………………***