



Post title: Class teacher

Responsible to: Headteacher

Responsible for: Whole class teaching and learning

Salary: Mainscale M1 – M2

Purpose
<ul style="list-style-type: none"> ▪ To maintain and develop the aims of St Bartholomew's CE Multi Academy Trust in accordance with the directions given by the Governors/Directors and Headteacher(HT)/Chief Executive Officer(CEO) ▪ Under the guidance of the HT, to carry out the professional duties of a teacher in accordance with current regulations detailed in the School Teachers' Pay and Conditions Document of Service / Guidance on School Teachers' Pay and Conditions
PROFESSIONAL RESPONSIBILITIES AS A CLASS TEACHER:
<ul style="list-style-type: none"> ▪ To maintain and develop the aims of the Trust, and what they look like in practice, in accordance with the directions given by the Governors/Directors and HT ▪ Under the guidance of the HT, carry out duties in accordance with current regulations for Teachers' Pay and Conditions of Service ▪ Assist in whole school, class and lesson planning and preparation which meets the needs of all groups of pupils ▪ Monitor and assess pupils' results and progress, ensuring appropriate records have been kept and use performance data and assessment to inform individual, group and class targets, lesson planning and the preparation of differentiated work which meets all pupil' learning needs and which challenges all ▪ Contribute to the effective deployment of support staff and resources, including ICT within the class ▪ Play a full part in the life of the school community, supporting the ethos of the School and encouraging staff, parents and pupils to do likewise. ▪ Comply with school/Trust policies and procedures including reporting and assessment, providing marking feedback, behaviour management, organising displays, communication with parents, planning, staff meetings, assemblies, registration, playground supervision, and participation in parental events ▪ Dress in a professional and appropriate manner ▪ Participate in arrangements for preparing pupils for public / external exams assessing pupils for the purposes of such examinations and recording and reporting such assessments; and participate in arrangements for pupils' presentation for, and conducting, such examinations.

Other activities
<ul style="list-style-type: none"> ▪ Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you ▪ Provide guidance and advice to pupils on educational and social matters and on their further education and future careers if applicable ▪ Compile records of, and reports on, the personal and social needs of pupils ▪ Communicate and consult with the parents of pupils ▪ Communicate and co-operate with persons or bodies outside the School(s) ▪ Participate in meetings arranged for any of the purposes described above ▪ Work such reasonable additional hours as may be needed to enable you to discharge effectively your professional duties
Assessments and reports
<ul style="list-style-type: none"> ▪ Provide or contribute to oral and written assessments, reports and references of individual pupils and groups of pupils
Review of performance
<ul style="list-style-type: none"> ▪ Participate in arrangements for the review of performance of teaching, learning and pupils' progress
Review, induction, training and development
<ul style="list-style-type: none"> ▪ Review from time to time methods of teaching and programmes of work ▪ Participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in statements of performance management ▪ Participate in meetings at the School which relate to the curriculum or the administration of the school, including pastoral arrangements
Educational methods
<ul style="list-style-type: none"> ▪ Liaise and co-operate with members of the Senior Leadership Team(s) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
Discipline, health and safety
<ul style="list-style-type: none"> ▪ Maintain good order and discipline among pupils, safeguarding their health and safety when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
Administration

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| <ul style="list-style-type: none">▪ Participate in administrative and organisational tasks related to such duties as described above, including the direction or supervision of persons providing support for the teachers in the School▪ Attend worship, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions |
| Exercise of particular duties |
| <ul style="list-style-type: none">▪ To perform, in accordance with any direction which may reasonably be given from time to time by the HT, such particular duties as may reasonably be assigned |