

Elveden Academy

Class Teacher- Job description

This job description is a description of a job to be undertaken and performed to the school to the satisfaction of the Headteacher by the postholder. It does not form any part of a contract of employment.

At Elveden Academy all employees need to demonstrate in their work and behaviour the following core values: Integrity, honesty, objectivity, and commitment to putting learners' needs and desired outcomes at the forefront.

Duties:

1. This job description is to be performed in accordance with the provision of the document and within the range of professional and particular duties set out in The Teachers Pay and Conditions document (England and Wales) so far as is relevant to the post holder's title. The post is currently subject to the Conditions of Services for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the postholder to ensure that his or her professional duties are discharged effectively.

Particular Duties:

- 2.1 To be responsible for all aspects of the teaching and learning for a designated class and delivery of the National Curriculum.
- 2.2 To carry out additional duties as agreed in relation to leading and/or supporting the development of learning and teaching in subjects, phases and across the school

Main activities arising from these duties:

- 3.1 In relation to 2.1, normal duties expected of all teachers at Elveden Academy (taken from Teachers Pay and Conditions England and Wales):
 - ☐ High quality teaching of classes according to their educational needs.
 - ☐ Planning and preparation of lessons.
 - ☐ Marking of work.
 - ☐ Assessing, recording and reporting on the development, progress and attainment of pupils.
 - ☐ Promoting the general progress and well being of pupils.
 - ☐ Making records of and reports on the personal and social needs of pupils.
 - ☐ Communicating and consulting with the parents of pupils.
 - ☐ Communicating and cooperating with persons or bodies outside the school.
 - ☐ Participating in meetings arranged for any of the purposes described above.
 - ☐ Assessments and reports: Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
 - ☐ Review, induction, further training and development: Reviewing from time to time methods of teaching and programmes of work.

- Participating in arrangements for further training and professional development as a teacher, including undertaking training and professional development which aims to meet needs identified in appraisal objectives.
- Educational methods: Advising and cooperating with the Headteacher and other teachers (or any one or more of them) on the preparation and development of units of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Discipline, Health & Safety: Maintaining good order and discipline among the pupils and safeguarding their Health & Safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Staff meetings: Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Cover: Supervising and so far as practicable, teaching any pupils whose teacher is not available to teach them; for no more than 38 hours per school year unless employed specifically for cover purposes.
- External examinations: Participating in arrangements for preparing pupils for external examinations, assessing pupils for the purposes of such examination and recording and reporting such assessments.

Management:

- Contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers.
- Coordinating or managing the work of other staff.
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school, taking on tasks or school curriculum leadership responsibilities as agreed with Headteacher.
- Administration:
Participating in administrative and organisational tasks related to such duties as are described above

3.2 Such duties as may reasonably be directed by the Headteacher.

Note: the duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the discretion of the Headteacher in consultation with the postholder, in the light of these changing demands. In any event, the Headteacher reserves the right to amend this job description.