



## JOB DESCRIPTION

Post Title: **Class Teacher**

Scale: **Main Pay Range**

Responsible to: **Headteacher/Deputy Headteacher**

West Thurrock Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the School's ethos, policies and practices, under the direction of the Headteacher.

### **Knowledge and understanding:**

- Have a detailed knowledge of the relevant aspects of the pupils' National Curriculum and other statutory requirements.
- Have a secure knowledge and understanding of their specialist subject(s).
- Understand progression in their specialist subject(s), including before their specialist age range.
- Cope securely with subject-related questions which pupils raise and know about pupils' common misconceptions and mistakes in their specialist subject(s).

### **Planning and setting expectations:**

- Identify clear teaching objectives, content, lesson structures and sequences within the context of the school's plans, curriculum and schemes of work, appropriate to the subject matter and the pupils being taught in order to achieve target levels of pupil attainment, progress and outcomes.

- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs).

### **Teaching and managing pupil learning:**

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the School's plans, curriculum and schemes of work in order to achieve target levels of pupil attainment, progress and outcomes.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Participate in arrangements for preparing pupils for external examinations.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships in accordance with the School behaviour policy.

### **Assessment and evaluation:**

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing clear, constructive oral and written feedback, setting targets for pupils' progress.
- To assess, record and report on the learning needs, progress and attainment of assigned pupils.
- To demonstrate consistent and effective monitoring of progress to give clear and constructive feedback.

### **Pupil Progress:**

- Secure progress towards pupil targets.

### **Relations with parents and wider community:**

- Know how to prepare and present informative reports to parents.

- Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with agencies responsible for pupils' welfare.

### **Managing own performance and development:**

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- Understand their professional responsibilities in relation to school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.

### **Curriculum Development**

- To take responsibility for a specific National curriculum subject and have a thorough and up-to-date knowledge of the subject.
- Contribute to the development, implementation and evaluation of the policies and aspirations of the school and work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- To advise on the preparation of programmes of study, teaching materials, methods of teaching and assessing.
- Demonstrate that they are effective professionals who challenge and support all pupils to do their best.
- To demonstrate knowledge and understanding and take account of relevant wider curriculum developments.

### **Managing and developing staff and other adults:**

- Establish effective working relationships with professional colleagues including, where applicable, learning support assistants, support staff, students and work-placement trainees.

#### **Managing resources:**

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.
- To take part in ordering and monitoring the use of resources.

#### **Strategic leadership:**

- To contribute to school reviews and action planning for School Improvement.

#### **Management and Administration**

- To promote the safety and well-being of pupils in accordance with the School's Child Protection and other relevant policies.
- To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To participate in meetings at the school which related to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils within the class in accordance with the School ethos, policies and practice.
- To communicate and co-operate with the persons or bodies outside the school and participate in meetings arranged for any of the purposes described.
- To manage or supervise anyone providing support in the class and, where appropriate, other teachers.

#### **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the School.

This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the School's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be specific, measurable, achievable, realistic and time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the School's plans for improving the School's educational provision and performance and improving the educational opportunities of pupils at that School.