



CEO Mr M. Farmer

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## **JOB DESCRIPTION**

**TITLE OF POST:** Classroom Teacher, Richard de Clare Community Academy

**RESPONSIBLE TO:** Headteacher  
Deputy Headteacher

**PURPOSE OF JOB:** To provide for the educational, social, moral, spiritual and cultural development of each individual child in the class allocated for each specific academic year.

### **EXERCISE OF PARTICULAR DUTIES:**

The conditions of employment of teachers, taken from the School Teachers' Pay and Conditions Document (2005 and updated every year), specifies the professional duties required to be carried out by all teachers. In addition "a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be reasonably given to him by the Headteacher from time to time, such particular duties as may reasonably be assigned to him".

### **Professional Duties**

#### **Teaching**

- ◆ Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events.
- ◆ Planning and preparing lessons in line with school policies and schemes of work
- ◆ Teaching of lessons according to the individual needs of children, having high expectations and setting challenging targets
- ◆ Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- ◆ Setting of work for pupils who may not be able to attend school, in agreement with the Headteacher
- ◆ Marking work and providing feedback and next steps to pupils in line with the school marking and feedback policy
- ◆ Keeping up to date assessments on the development, progress and attainment of pupils
- ◆ Using assessment to inform planning and ensuring assessment for learning is embedded.
- ◆ Administering assessment tasks and test in line with school policy

#### **Other Activities**

- ◆ To contribute to, and promote the positive ethos and culture of the school
- ◆ Comply with, support and promote all school policies and procedures, particularly those relating to Child Protection, Single Equalities, Racial Equality, Health, Safety and Security, Confidentiality, Behaviour, Data Protection and reporting concerns to the Headteacher
- ◆ To ensure that all pupils have equal access to all school opportunities to learn and develop



- ◆ To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Headteacher, Deputy Headteacher and members of the Leadership Team.
- ◆ Communicate and co-operate with other agencies to support the educational Development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above
- ◆ To inform the Headteacher immediately of any concerns regarding a pupils' welfare
- ◆ To communicate and consult with parents of pupils
- ◆ To maintain good order and discipline among pupils throughout the school, in line with the behaviour policy
- ◆ To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- ◆ To lead and attend assemblies, when requested by the Headteacher
- ◆ To register pupils at the start of the school day and after the lunch break
- ◆ To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

### **Management**

- ◆ To plan, organise and manage the work of the LSA assigned to the class, in order to have a positive impact on pupil progress
- ◆ To liaise with the SENCO and inclusion lead to contribute to the planning and organising of the work of the LSA's in order to have a positive impact on pupil progress
- ◆ To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner

### **Training and Development**

- ◆ Participate in training and development activities in school or at other providers in order to develop professional skills and knowledge
- ◆ To participate in performance management reviews in line with school policy

### **Subject Co-Ordinator**

- ◆ To work with colleagues to ensure the successful teaching of the subject throughout the school.
- ◆ Revision of the policy and scheme of work as required.
- ◆ To oversee and contribute to medium and short term planning for subject area throughout the school
- ◆ To keep abreast of new initiatives and disseminate to colleagues as appropriate
- ◆ To monitor the use and storage of resources
- ◆ To advise the Headteacher regarding new resources that may be required
- ◆ To work with the Headteacher and Deputy Headteacher to monitor and assess the teaching of the subject throughout the school
- ◆ To work with members of the leadership team to plan and deliver INSET for these areas
- ◆ To discuss this area of the curriculum with the governing body as required
- ◆ To work with appropriate providers to ensure successful development of teaching skills for all staff

The duties may be varied to meet changed circumstances at the reasonable discretion of the Headteacher.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

