St Cedd's School

Job Description

Job Title: Classroom/Form Teacher

Responsible to: **Head**

Role of the Classroom Teacher:

- To carry out the professional duties of a teacher in accordance with the school's policies under the direction of the Head.

- To take responsibility for the pastoral care of the children in the Form (applicable to Form Teacher).

- To develop a profile of each child i.e. gain a complete 'picture' of each child, pastoral and academic, and monitor individual pupil progress (applicable to Form Teacher).

Planning, Teaching and Class Management:

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- differentiating tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment identifying SEN or very able pupils
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment for learning and ensuring coverage of programmes of study
- ensuring effective teaching and best use of available time, maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- using a variety of teaching methods to:
    1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
    2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
    3. select appropriate learning resources and develop study skills through library, ICT and other sources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support

- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively

Monitoring, Assessment, Recording, Reporting:

- To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- To mark and monitor pupils' work and set targets for progress
- To assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- To undertake assessment of students as requested by departmental and school procedures
- To prepare and present informative reports to parents

Curriculum Development:

- To contribute to the Whole School Development Plan and, in partnership with colleagues, meet school development targets

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 the Head, and any member of the Senior Leadership Team, to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Head and member of staff, and will be reviewed annually