



# CHELMER VALLEY HIGH SCHOOL



## Job description for teachers on the Main Pay Spine

**Title:** Classroom Teacher

**Dept :** Business

**Responsible to :** Head of Department

**Duties :** The Professional duties of teachers are set out in the School Teachers Pay and Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with particular duties expected of the post holder have been set out below :

### General Responsibilities : Curriculum

- 1 To prepare, teach and evaluate lessons in accordance with statutory requirements, school aims and objectives, school policies and department handbooks and schemes of work.
- 2 To use a range of teaching and learning strategies and resources so that individual pupils have access to the curriculum.
- 3 To contribute to the teaching of cross-curricular themes, skills and dimensions.
- 4 To assist, where necessary, the Head of Department in producing schemes of work and other resources.

### Pupils

- 1 To support the school policy on behaviour, discipline and pupil welfare in the classroom.
- 2 To communicate problems of a pastoral nature to the Head of Year and Pastoral Manager.
- 3 To ensure that pupils use equipment safely.
- 4 To display pupils' work and maintain a tidy, safe and stimulating working environment.
- 5 To liaise with the SENCO/SEN Dept over pupils with special educational needs and to modify teaching accordingly.
- 6 To ensure that targets outlined in a pupil's Individual Education Plan or equivalent are pursued.
- 7 To be familiar with the safeguarding documents of the school and nationally, including 'Keeping Children safe in Education' and to report any concerns using the 'My concern' system.
- 8 To ensure that information regarding a pupil's needs or progress is passed to the relevant support teacher/LSA allocated to the class.
- 9 To promote the use of the Library.
- 10 To keep a record of pupil attendance at, and punctuality to, lessons and report any notable observations to the Attendance Officer and Head of Year.
- 11 To ensure that homework is set in accordance with the homework policy and recorded in Show my Homework.
- 12 To set and maintain high standards of pupil work in the classroom.
- 13 To ensure that pupils abide by the school's Code of Conduct, start and end of lesson protocols and classroom 'Non-Negotiables'.
- 14 To ensure that pupils abide by the school's uniform code.
- 15 To engender an ethos of hard work and achievement and to use the school's reward and sanctions system appropriately.

## **Assessment**

- 1 To assess pupils' work and provide feedback in accordance with statutory requirements, and school and department handbooks and policies.
- 2 To maintain a record of pupils' attainments. To use assessments to diagnose individual strengths and areas for improvement and to plan subsequent teaching accordingly.
- 3 To write reports on pupils and attend consultation evenings. .
- 4 To assist the Head of Department/Area in setting, marking and standardising internal examinations, as necessary.
- 5 To ensure that external examination requirements are satisfied, as necessary.
- 6 To recommend individual pupils for particular examination courses, as necessary.
- 7 To effectively use the schools tracing and monitoring systems to track pupil progress and implement appropriate strategies for raising the achievement of each student.

## **School Duties**

- 1 To undertake duties before school and at break on a rota basis.
- 2 When required, to cover lessons in accordance with the 'rarely cover' regulations.
- 3 To assist in the orderly start and finish of exams by supervising pupils as they move around the school near examination rooms.

## **General**

- 1 To take reasonable care of department resources and to account for any equipment used.
- 2 To attend department meetings, CPD sessions and other meetings as appropriate to the individual role/responsibilities of the post
- 3 To assist in departmental, Area and whole school planning and evaluation as appropriate.
- 4 To set cover work of a good quality when on known leave of absence and to seek to when ill; to mark such work and ensure that classes recognise it as valuable and relevant.
- 5 To liaise with the Head of Department/Area and/or performance manager over career and professional development.
- 6 To report anything which could endanger or threaten the health and safety of pupils or staff to the appropriate member/s of staff.

## **FORM TUTOR (if allocated)**

The form tutor has a key role in the personal development of the pupil. S/he should ensure that each pupil is known well, that their progress is checked and followed with interest and that guidance is available when needed.

## **General Responsibilities:**

- 1 To know the form group well and to establish and maintain the highest possible standards of work, behaviour and appearance.
- 2 To respond appropriately to any problems that may arise in the tutor group either by dealing with them and/or by referring them to the Head of Year.
- 3 To counsel pupils and to provide guidance and advice to them on matters such as their present and further education, and option or career choices, as necessary.
- 4 To liaise with subject teachers in order to encourage and monitor the academic development of the pupils.
- 5 To communicate with parents where appropriate (in conjunction with the Head of Year),.
- 6 To attend assemblies in a supervisory role.
- 7 To register the attendance and punctuality of the pupils and to ensure the collection of absence notes, sick notes etc. by alerting support staff, and to record absence codes accurately.
- 8 To attend year team meetings as required.
- 9 To ensure the proper and safe treatment of the form room and form notices.

- 10 To oversee Class Student Council meetings ensuring that information is communicated promptly and appropriately and that all pupils have the opportunity to contribute.
- 11 To deliver the full tutor programme as will be provided by Head of Year or person responsible for pastoral curriculum programmes.

#### **NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school 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 in the foregoing.