

## **CLASS TEACHER JOB DESCRIPTION**

### **Job purpose**

To ensure high quality teaching and the highest standards of care, learning and achievement for all students.

The list of accountabilities and duties in this job description should not be regarded as exclusive or exhaustive and is in line with the Schools Teachers Pay and Conditions Document. Please note that, in consultation with an employee, the Trust reserves the right to update their job profile to reflect changes in, or to, their post.

### **Key accountabilities**

- To actively promote the Trust and schools Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the Trust and schools Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the Trust and school's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### **Specific duties**

- Plan and deliver high quality lessons across assigned sections of the school.
- Develop assigned schemes of work.
- Contribute to assemblies and other gathering.
- Act as a tutor or pastoral lead for a group of students.
- Contribute to the quality assurance of all aspects of the work within a team or subject area.
- Have an overview of patterns of achievement for assigned groups of students through SISRA or other data analysis tools and work with subject or phase leaders and others to provide timely intervention.
- Participate within school/Trust wide systems such as termly data collection, appraisal, CPD (Continuing Professional Development), quality assurance.
- Develop parental engagement.
- Attend meetings as directed.
- Contribute to transition work between phases.
- Support and contribute to the school reward systems.
- Meet internal and external deadlines.
- Oversee relevant cost centres and always ensure that the school secures "best value".
- Contribute to the development of the Trust and schools' vision as expressed in the latest version of the Staff Handbook.
- Liaise with teams to provide co-ordinated support for assigned students.
- Contribute to individual educational plans, and case conferences as required.
- Actively encourage the development of positive relationships and promote confidence in care and education of students with parents/carers, reporting their concerns to designated employees.
- Run extra-curricular activities.
- To undertake a maximum teaching commitment of 90% FTE with a further reduction of 10% for ECTs (Early Career Teacher). This load is pro-rata for part time employees.

### **Data Protection**

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Employees will be responsible for ensuring that workplace responsibilities within the Trust are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

### **Health & Safety**

To ensure an effective and safe environment that promotes the welfare of children and employees, will take responsibility to be aware of the risks in the work environment and their potential impact on their own work and that of others. Employees should familiarise themselves with the Trust and schools Health and Safety policies.

### **Equality and Inclusion**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation. The Trust and school have a number of policies to support this commitment that employees should ensure they are familiar with and compliant to. Any breaches may lead to termination of employment.

### **Training**

There is mandatory training which must be completed throughout the year and during the course of employment by all employees. Part of the job description for this role is to ensure all mandatory training is completed timely and in line with legislation and best practice.

### **Sustainability and Environment**

The Trust is committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional, and local environmental issues. Employees are required to support these aims.

### **Right to Work**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

### **Safer Recruitment**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all employees to share this commitment.

The Disclosure and Barring Service enhanced certificate is renewed during employment, and all employees are required to maintain a satisfactory DBS certificate. Any changes to an employee's record must be notified to HR and a Senior Leader such as the CEO or Headteacher immediately. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.