

## Job Description: Classroom Teacher

**Reports to: Head of Department/Assistant Headteacher**

**Pay Scale: Professional Teacher (PT/EPT)**

**Working Pattern: Term Time only, 37.5 per week**

### Role Summary:

The classroom teacher is responsible for delivering learning in accordance with the programme designed by the head of Department, based on senior management strategy and national guidelines. Teachers are expected to work to the National Standards for teachers.

### Key Tasks and Activities:

- Develops and prepares learning materials
- Delivers learning
- Monitors and assess performance
- Reports progress against targets
- Manages pupil behaviour and standards
- Manages Health and Safety
- Contributes towards department tasks
- Is responsive to the school's agreed policies
- Contributes towards the work of project groups established to guide and monitor school development
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- Provides guidance and advice to pupils on educational and social matters, on their further education and careers
- Communicate and consult with outside agencies, parents or guardians as appropriate
- Participates in directed meetings related to the curriculum, pastoral arrangements or administration of the school
- Participates in staff development programmes as agreed with the Senior Management Team and colleagues
- Keeps up to date with relevant initiatives and development in area of expertise.
- Looks for and uses opportunities to support the development of the whole child through spiritual, moral, social and cultural activities

### Key Skills and Competencies:

1. **Qualifications**
  - Degree level qualification
  - Postgraduate professional Qualification e.g. Postgraduate Certificate in Education
2. **Communication**
  - Applies effective verbal communication skills
  - Presents information and ideas clearly, by using language appropriate to audience
  - Positively influences the opinions of others through factual discussion
  - Adapts personal style to suit individual situation and needs
  - Creates an environment of trust by delivering on promises
  - Utilises report-writing skills to accurately reflect a situation through positive language
3. **Other Skills Required for Role**
  - Exercises flexibility in order to accommodate changes in work priorities
  - Balances tasks and resources in the organisation of a wide range of activities
  - Provides contingencies to deal with the unexpected
  - Thinks clearly and logically in working through a problem making referrals as appropriate
  - Anticipates workload and plans ahead
  - Monitors progress against key performance indicators
4. **Accountability/Freedom to act**

- Makes routine decisions based upon guidelines and procedures laid down in the established framework
- Contributes towards the effective delivery of performance targets, objectives and standards set at department level
- Leads by example in standards of behaviour in the work environment

5. **Leadership/Management skills.**

- Assume responsibilities as agreed with their Head of Department

**General Accountabilities:**

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of the Parkside Federation, and its commitment to equal opportunities and safeguarding
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Person Specification:**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Professional Attributes</b>	<p>High expectations and commitment to enabling all students to reach their full potential as both a classroom teacher and Tutor</p> <p>Be confident and organised when dealing with young people using a variety of teaching, learning and behaviour management strategies</p> <p>Willingness to support and implement Federation policies and procedures</p> <p>Strong communication skills to work effectively with students, parents, colleagues and outside agencies</p> <p>High standard of professionalism and a willingness to contribute to the wider work of the Federation.</p>	<p>Willingness to take on responsibilities as agreed with the Director of Department.</p> <p>Ability to reflect on effectiveness of self and teaching and willingness to take advice.</p> <p>Ability to work as part of a team and to share effective practice in approaches and resources.</p> <p>Willingness to innovate and experiment.</p>
<b>Knowledge and Understanding</b>	<p>Use assessment to inform, diagnosing and help students to set challenging and realistic targets.</p> <p>Contribute to assessment, recording, evaluating and reporting</p> <p>Have excellent subject knowledge</p>	<p>Know about best practice in your subject area, including an awareness of how data is used to set targets for students</p> <p>Experience of working with young people beyond the classroom.</p> <p>A willingness to contribute to extra curricular activities contributing to students' wider learning.</p>

<b>Professional skills</b>	<p>Work as part of a team identifying opportunities to collaborate with colleagues</p> <p>Excellent people management skills and an ability to bring out the best on others.</p> <p>Ability to motivate pupils and well organised and challenging sequences of lessons and assessments</p>	<p>Willingness to engage with educational research.</p> <p>Ability to demonstrate effective classroom ICT skills and use an interactive whiteboard.</p>