

Penn Fields School

JOB TITLE:	Classroom Teacher –
GRADE:	MPS + 1 SEN point (Additional SEN point available for an experienced teacher for subject/area management)
RESPONSIBLE TO:	Headteacher, Deputy Headteacher, Phase Manager
RESPONSIBLE FOR:	Teaching general subjects to secondary pupils. Deployment of support staff allocated (where relevant).
JOB PURPOSE:	To deliver good, effective teaching and learning, and promote appropriate achievement, educational, social and personal progress of all pupils for whom the teacher is designated as being responsible. This is consistent with the aims of the school and the unique needs of each individual pupil. To have responsibility for the organisation and paperwork related to KS2 SAT's. To have responsibility for an agreed curriculum area.

KEY RESPONSIBILITIES:

- To be an excellent classroom teacher who is able to lead, develop and manage pupils and direct support staff.
- To prepare and teach high quality lessons that meet the needs of all children in your class, and to facilitate good learning and progress
- Plan work to meet the learning needs of all pupils in a consistent and effective way.
- Use appropriate teaching and classroom management and behaviour strategies to motivate pupils and enable each to progress at a level appropriate to individual needs.
- Ensure efficient preparation and recording of each child's work. To mark and assess pupils' work, and to record their development, progress and attainment, having regard to the requirements of the national curriculum and to inform future planning and ensure differentiation addresses the needs of all pupils.
- Maintain appropriate records, set targets, IEP's etc. to demonstrate/record progress made by pupils.
- Participate fully in professional development activities to help develop practice further, and share the learning from these as appropriate.
- Make an active contribution to the policies and aspirations of the school.
- Accept delegation thoughtfully and usefully.

- Be actively involved in policy making decisions.
- Be involved in pastoral care.
- Provide an enriched learning environment incorporating early intervention, conflict avoidance, praise, feedback and challenge.
- Liaise and communicate effectively with other teachers and staff.
- Provide appropriate support and training for any student/trainee on placement.
- Show loyalty to the school and adopt a professional attitude

GENERIC RESPONSIBILITIES

- To up-hold and help implement all school agreed policies and procedures.
- To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers
- Updating documentation including policies and schemes of work, etc.
- Writing reports for Governors and attending staff, key stage and curriculum meetings
- Contributing to the School Improvement Plan
- To Keep a Teaching file and if appropriate, Subject Leaders file of all relevant materials.
- Perform in accordance with any directions which may be reasonably given by the head teacher from time to time, such particular duties as may be reasonably be assigned to him/her.
- To achieve any performance criteria or targets related to the management post arising from the School's Appraisal arrangements.
- This job description will be reviewed annually.

SIGNED **POSTHOLDER**

SIGNED **HEADTEACHER**

DATE