

Ifield Community College

Class Teacher

Job Title: Class Teacher - Generic

Responsible to: Headteacher and the Governing Body

Line Manager: Head of faculty

OVERALL RESPONSIBILITY

- To carry out professional duties and to have responsibility for an assigned class.
- To plan, develop and deliver high quality lessons and courses using a variety of approaches that continually enhance teaching and learning.
- To monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with school policy, enabling all students to achieve their full potential.
- To be responsible for the day-to-day work and management of the class and the safety and welfare of the students, during onsite and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.

Main duties and responsibilities

- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to learning
- Plan and prepare highly effective lessons in order to deliver the planned schemes of work, ensuring breadth and balance
- Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, and thereby create an environment in which students feel safe, secure and confident.
- Organise and manage groups or individual students ensuring differentiation of learning needs, reflecting all abilities
- Plan opportunities to develop the social, emotional and cultural aspects of students' learning
- Maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress
- Be responsible for a designated classroom/teaching area and supervise associated resources
- Employ homework regularly (in accordance with the School Homework Policy) to consolidate and extend learning and encourage students to take responsibility for their own learning
- Ensure effective use of support staff within the classroom

- Encourage students to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness.
- Encourage all students to reach their true potential and become independent learners with a positive attitude to life-long learning.
- Value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.
- Develop in students a sense of moral values which can form a framework for a sense of own worth, and relationships with others, encouraging students to become responsible members of society.
- Develop in students a positive attitude towards themselves and others with a strong sense of self-respect. Also to develop a sense of respect for other people's property, ideas and beliefs irrespective of gender, race, disability or academic achievement, etc.
- Develop in students an appreciation of human achievements, failures and aspirations.
- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for all relevant areas of the Curriculum.

Beyond the classroom

- To participate in staff meetings as required
- Attend and participate in progress review days and open/parents evenings
- Contribute to the development and co-ordination of the subject area
- To be part of a whole school team, actively involved in decision-making, on the preparation and development of programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements
- To ensure that school policies are reflected in daily practice
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional
- To continue professional development, maintaining a portfolio of training undertaken
- To contribute to the school's extra-curricular programme, offering additional opportunities to students
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned
- To support the Principal in promoting the ethos of the school
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role