



An Daras Trust  
Igniting Curiosity Growing Capabilities

## Class Teacher

### Job Description

<b>Responsible to:</b>	HT/EHT, Head of school, CEO
<b>Direct Supervisory Responsibility:</b>	Pupils
<b>Indirect Supervisory Responsibility:</b>	TA's, HLTA's
<b>Important Functional Relationships:</b>	<u>Internal</u> : Headteacher, teachers, support staff, pupils  External: Parents ,LEA representatives, Cornwall Council departments, Governors.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO/Executive Head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### Main Duties and Responsibilities:

##### Teaching and learning

- Be an outstanding teacher by meeting the relevant teaching standards
- Effectively teach children, meeting their many and varied needs
- Use a repertoire of strategies to meet children's different learning styles
- Have thorough subject knowledge and keep abreast of national and local developments
- Organise and lead support staff to ensure learning is effective
- Create an effective and stimulating learning environment

##### Recording and assessment

- Carry out duties in accordance with the academy aims and policies
- Maintain an up to date class planning file with short, medium and long term planning
- Set clear targets for children's learning and use assessment information to inform all aspects of planning
- Display commitment to raising attainment standards and accelerating pupil progress
- Attend consultation evenings maintain good relationships with parents and keep them regularly informed about their child's progress

## **Standards and quality assurance**

- Support the aims and ethos of the academy and the MAT
- Follow the academy policies and procedures
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in open evenings and report on pupil progress
- Uphold the academy behaviour code and uniform regulations
- Participate and contribute to staff training
- Attend team and staff meetings
- Positively embrace professional development and research
- Able to reflect on and improve performance

## **Additional duties**

- Be a role model in all your actions and behaviour
- Undertake professional development and research as agreed
- Be aware of and comply with policies and procedures relating to Child Protection and Safeguarding, Health and Safety, and report all concerns to the appropriate person
- Undertake other general tasks (e.g. assemblies, playground duties) that the Executive Head teacher or Heads of School may reasonably ask

## **Working time:**

- A teacher employed full-time, shall be available for work for 195 days in any school year, of which 190 days shall be days on which you will be required to teach pupils, in addition to carrying out other duties. The 195 days shall be specified by the employer or, if the employer so directs, by the CEO/Executive Head teacher
- A teacher shall perform such duties for 1,265 hours in any school year, those hours to be allocated reasonably, throughout those days in the school year on which the teacher is required to be available for work
- A full-time teacher will receive 10% of teaching time as non-contact or PPA time per week

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care of their own and others' health and safety.

Unless otherwise indicated, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility. All particular and professional duties and responsibilities shall be carried out in accordance with the school's policy on 'directed time' and with regard to the need to work such additional hours as may be required in order to discharge effectively a teachers professional duties.

The above lists are not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Whilst every effort has been made to explain the main responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by the CEO/Executive Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

### **Subject Learning Leader – Main Responsibilities:**

- Maintain an up to date Subject Leaders file containing elements listed in the contents page (e.g. current Scheme of Work, example short, medium and long term planning)
- Ensure the learning progression within the subject is effective at maintaining high standards of pupil achievement and meets the requirements of the National Curriculum 14
- Lead academy professional development on targeted subject improvements
- Work as directed by the CEO/Executive Head Teacher or Head of School to provide relevant information to governance bodies, parents, staff and other members of the academy community
- Assist the CEO/Executive Head teacher, Head of School and Senior Leadership Team in leading improvement within the subject
- Regularly quality assure subject planning, provision and learning to ensure high standards of pupil achievement are delivered
- Ensure resources to support learning within the subject are fit for purpose and gaps in accessibility are addressed
- Support staff in subject planning as and when required

Whilst every effort has been made to explain the main responsibilities of the Subject Leader post, each individual task undertaken may not be identified. This Subject Leader job description is current at the date shown, but in consultation with you, may be changed by the CEO/Executive Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.