Job Description

Post: Class Based Teacher

Post holder: 

Reporting to: Head of Faculty

GENERAL: You are required to carry out the duties of a school teacher as set out in the most recent School Teachers' Pay and Conditions Document.

As a Class Teacher:

Under the general direction of the Head Teacher, be responsible and accountable to the Head Teacher via the Head of Faculty for all aspects of Class Based learning including:

1) To be responsible for standards and achievement of all students taught.

2) Ensure that tracking and monitoring of all courses, groups and individual students is undertaken, so that any potential underperformance is quickly identified and intervention is put in place to ensure progress and celebrated success.

3) Develop and direct support staff within your lesson to maximise their impact on the learning within your class.

4) To develop and promote an engaging, creative and innovative approach to lessons and the curriculum that takes into account the Special Educational Needs of our young people.

5) Work with other key stakeholders to support and develop action plans that incorporate class base learning strategies across all subject areas.

6) Support staff development in the understanding of how class based teaching techniques can be used to support learning in their own subject areas.

As a Form Tutor:

1. Be a positive advocate for members of their tutor group and ensure families regularly receive positive updates.
2. Be the key contact for students in their tutor group for staff and their families.

3. Communicate attendance and punctuality information to families to support good attendance.

4. Share information that could have an impact on a young person’s ability to engage in normal school life.

5. Update relevant areas of the Student Profile and co-ordinate information regarding how learning can be supported for members of their tutor group.

6. Lead the students’ annual review of statement and share targets and objectives with the staff team.

7. Deliver form time focuses to engage students in SMSC and literacy activities.

**As an Upper Threshold Teacher:**

1. Taking a lead / sharing the lead on quality of teaching focuses and supporting their implementation.

2. Using their subject knowledge, contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

3. Promote collaboration and work effectively as a team member at all levels.

4. Take a lead on areas that impact the whole school e.g. student voice, literacy, student mentors.

5. Plan for progression of students, through the research of appropriate pedagogy, developments in qualifications and significantly contribute to the development of schemes of work at all levels.

**Under the general direction of the Leadership Group:**

1. To work with key stakeholders to ensure appropriate intervention strategies and resources are in place to ensure progression is achieved for all our young people.

2. To be a constant and consistent force in the lives of the young people in your tutor group, providing an excellent role model and supporting the school ethos.

3. To carry out a share of supervisory duties in accordance with published rotas.
4. To participate in appropriate meetings with parents and colleagues relative to the above duties.

5. To carry out a share of cover for absent colleagues in accordance to national and school agreements.

**In addition:**

a) The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment.

b) The Governing Body reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

c) The duties described in this Job Description must be carried out in a manner which does not bring the school in to disrepute, promotes equality of opportunity and dignity, and with due respect for all employees and service users, and is consistent with the School’s and Local Authority’s Equal Opportunities Policy.

d) Professionally support the vision and ethos of the school at all times.

e) Through your actions enable students to aspire, thrive and achieve.

f) Selly Oak Trust School is committed to the safeguarding and welfare of all students and expects all staff to share this commitment.

Signed (issued by) ..........................................................  Date ..........................................

Signed (received by) .......................................................  Date ........................................