



Calthorpe Academy

Job Title, Class Teacher

Job Purpose

To assist the head teacher in the leadership and management of teaching and learning in the Academy, to achieve the outcomes required by Government regulations and the Academy improvement plan adopted by the Board.

Professional Duties

- To ensure students taught make progress equivalent to or better than expected on the basis of prior attainment data
- To ensure that students progress is monitored and that appropriate measures are taken to address under achievement of groups and individuals
- To ensure that work with students underpins and promotes the Academy's ethos and values and reflects the every child matters priorities
- To ensure that within classes each student has an appropriate personalised curriculum enabling progression
- To ensure effective learning takes place through consistent high quality teaching and innovative practice
- To work with medical, physiotherapy, speech and language therapy specialists within the Academy.
- To liaise with parents, carers and any external agencies involved with the students.
- To co-ordinate Progress File documents for each student within the class.
- To ensure that Annual Review procedures are fully met.

Student progress

- To assess the students according to Academy and departmental policy
- Submit assessments to Academy database
- Complete students reports for parents meeting deadlines set, ensuring they provide an accurate record of the progress of each individual and meet high quality standards
- Analyse progress of individuals and groups. To identify under performance and remedy it.
- Monitor students progress in terms of personal development and instigate measures to address any identified concerns
- Communicate particular concerns to Head of dept and when necessary parents and carers
- Ensure that effective induction procedures are followed to enable newly admitted students to optimise their potential
- Highlight positive performance, recognise and reward students appropriately
- Utilise appropriate behaviour management strategies in lessons
- Promote positive attitudes to learning through curriculum delivery, display and all contacts with students



Teaching and learning

- Plan lessons and sequences of lessons ensuring learning is personalised to meet individual learning needs
- Utilise a range of augmentative communication strategies as appropriate to the needs of individual students
- Utilise a range of appropriate teaching strategies to ensure that lessons have pace and variety
- Ensure that teaching reflects the diversity of backgrounds and needs of students and promotes mutual respect
- Ensure that assessment and attainment data informs teaching
- Take responsibility for personal continuing professional development
- To ensure that knowledge and skills are kept up to date
- Contribute to the sharing of good practice and innovation
- Contribute to regular curriculum review to help maintain a relevant, stimulating and innovative curriculum provision

Self evaluation

- Participate in lesson observation and other measures to monitor delivery of learning outcomes and quality of teaching and implement measures to address any improvement issues identified
- Participate in the performance management process, identifying personal professional development priorities.
- Contribute to departmental/ curriculum review and evaluation and resulting development of the Academy Improvement Plan
- Contribute to self-evaluation data for internal Academy purposes and external inspection

Whole Academy

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to the whole Academy team effort to ensure that the Academy is a positive learning environment respected by students and all users
- Maintain high professional standards throughout the Academy and contribute to whole Academy policy and practice development.

Line Management responsibility to and for

Required by the Academy teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the head teacher of the Academy, and to report for the purposes of day to day management to

Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the head teacher.

Conditions of employment

The responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment



Protection of children

The post is exempt from the Rehabilitation of Offenders Act 1974. Your employment is subject to satisfactory enhanced Disclosure and Barring Service check (with barred list check where applicable) and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended). You are required to inform us immediately if you are the subject of a police investigation or receive any conviction or caution, or any occurrence that may disqualify you from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.

Right to hold Personal Data

As part of your conditions of employment, you give the Employer permission to collect, retain and process information about you, such as age, sex, ethnic origin and health records. This information will be used by the Employer for a number of purposes, including but not limited to monitoring the Employer's compliance with the law and best practice in terms of equal opportunity and non-discrimination. Should your personal circumstances change, you must notify the Employer immediately.

Requirement

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Signed

Date