

# JOB DESCRIPTION

<b>Job Title</b>	Classroom teacher
<b>Location</b>	Phoenix College
<b>Grade/Salary Range</b>	MPS + SEN Allowance

## **Job Purpose**

- To implement and deliver an appropriate, relevant and differentiated curriculum for students, and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

## **Main Duties and Responsibilities**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking and assessment policies, teaching and learning strategies in the curriculum area.
- To assist in monitoring and following up student progress.
- To assist in the implementation of school policies and procedures, including equal opportunities, health and safety, Safeguarding and GDPR
- To contribute to the aims, objectives and strategic plans for the subject area, and to whole school planning activities.

- To plan and prepare courses and lessons, tutorial sessions and individual mentoring/coaching of students, keeping appropriate records.
- To assist the Key Stage Leaders of Learning, Subject Leaders and Senior Leadership Team to ensure that the curriculum area provides a range of teaching and learning activities that compliments the school's strategic objectives.
- To support curriculum development within the subject area.
- To deliver key and cross curricular skills through appropriate teaching and learning activities.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas, including subject knowledge and teaching methods.
- To ensure the effective/efficient deployment of classroom support.
- To help implement school quality control systems, adhering to the school's procedures and practice.
- To assist in the process of setting targets within the subject area in line with school procedures and policies, and work towards their achievement.
- To help to establish consistent high standards of good practice within the subject area, in terms of teaching and learning.
- To review from time to time, methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and support and guidance functions of the school.
- To maintain appropriate records and to provide relevant, accurate and up to date information.

- To track student progress and to use relevant information to inform teaching and learning.
- To assist in the identification of examination entries and moderation of coursework for this curriculum area.
- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate to liaise with, communicate and cooperate with persons or agencies outside school.
- To take part in school liaison and marketing activities, eg Open Days, Parents' Evenings, review days and liaison events with partner schools.
- To contribute to the development of effective links with external agencies.
- To contribute to the identification of resource needs, the ordering and allocation and the efficient and effective use of physical resources.
- To promote the general progress and well being of individual students within the tutor group, and the group as a whole.
- To liaise with the SNA/Keyworker and relevant assistants to ensure the implementation of the school's support and guidance system.
- To contribute to the preparation of action plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by students, and to make recommendations as to how these may be resolved.
- To communicate as appropriate with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHCE, citizenship and enterprise education, according to school policies.
- To apply the school's behaviour management systems so that effective learning can take place.

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the students, both in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students.
- To ensure that ICT, literacy, numeracy, media and technology are reflected in the teaching and learning experiences of the students.
- To ensure a high quality learning experience for students, which meets internal and external quality standards.
- To use a variety of delivery methods which will stimulate learning effectively and appropriately for the students' needs and the requirements of the syllabus.
- To maintain discipline in accordance with the school's procedures and policies, and to encourage good practice with regard to punctuality, behaviour and standards of work.
- To undertake assessment of students as requested by external examination bodies, faculty and school procedures.
- To play a full part in the life of the school community, to support its aims and ethos and distinctive mission, and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the Head Teacher not mentioned above.

## ***Special/Other Requirements/Responsibilities of this Post***

### **Safeguarding Children and Safer Recruitment**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Classroom Teacher should support the Headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy and code of conduct.

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<b><i>Level of DBS check required for this post</i></b>	Enhanced with a check of the barring list(s)
<b><i>Does the post require a check against the list of people barred from working with vulnerable adults?</i></b>	NO
<b><i>Does the post require a check against the list of people barred from working with children?</i></b>	YES
<b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b>	Overseas Police Checks where appropriate
<b><i>Is this post “politically restricted”?</i></b>	NO
<b><i>Responsibility for Health &amp; Safety:</i></b>	LEVEL 1 & LEVEL 2

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# Person Specification

## *Qualifications/Education/Training*

1. QTS or equivalent
2. Educated to Degree Level

## *Experience*

1. Experience working in a school environment, preferably with children with Special Needs and/or an EHC Plan

## *Skills, Abilities & Competencies*

1. Ability to relate well to parents and students.
2. Ability to work well as part of a team, and to respond quickly and flexibly to rapidly changing situations.
3. Ability to calmly manage difficult situations and people.
4. Ability to prioritize and multi-task under pressure.
5. Excellent communicator, able to act with discretion and confidentiality as necessary.
6. Be a problem solver.
7. Ability to effectively manage time and schedules.
8. To evaluate learning needs and seek courses as necessary.
9. To work within the school's aims and ethos for the benefit of special needs students.
10. To be aware of relevant current legislation and policies.