



Job Description – Class Teacher, Carew Academy

General responsibilities:

- (1) The education and welfare of designated classes or groups of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the Academy's aims, objectives and schemes of work, and policies.
- (2) To share in the corporate responsibility for the wellbeing and pastoral care of all pupils.
- (3) To carry out any reasonable instructions given by the Principal or Senior Leadership Team.

Specific Duties

1) Management of Learning, Teaching and Resources

- a. Have clear intentions for children's learning and to use knowledge of school policy and National Curriculum requirements to plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- b. Use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.
- c. Use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place.
- d. Organise and maintain a stimulating working environment appropriate for the range of activities taking place.
- e. Ensure that resources are organised and readily available to promote learning.

2) Management of People and Pupils

- a. Support positive behaviour taking into account the personal, social and emotional needs of pupils.
- b. Establish and maintain a positive regard towards both pupils and staff, promoting equality and diversity.
- c. Work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
- d. Consult and plan with multi-agency colleagues, as appropriate.
- e. Act as a form tutor and establish good relationships with families to promote pupils' learning and development.

3) Evaluation and Quality

- a. For general class teachers, consistently and accurately assess pupils' progress and achievement, especially in English, maths and science.
- b. For subject specific teachers, consistently and accurately assess pupils' progress and achievement in the relevant subject.

- c. Monitor and assess pupils' work and use assessment data effectively to inform planning and identify individual needs. Use these assessments to set appropriate targets.
- d. Keep effective and in-depth records of pupil progress and report overall achievement in line with school policy and statutory requirements
- e. Write the report for Annual Review and provide high quality evidence to present at review.
- f. Gather evidence of work for the purposes of moderation.

4) Management and administration

- a. Attend and lead assemblies as required.
- b. Register pupils at the beginning of the morning and afternoon sessions.
- c. Supervise pupils according to agreed rotas.
- d. Attend weekly staff meetings.

5) Professional development

- a. Attend school based in-service training.
- b. Deliver in-service training to colleagues as appropriate.
- c. Take an active part in identifying and working on one's own professional development needs.

6) Whole-school responsibilities

- a. To contribute to the school improvement planning and school self evaluation process as appropriate
- b. To be an active member of a faculty/departmental team
- c. Participate in the Appraisal process agreed in the Academy, in line with national guidelines.
- d. To comply with all Academy policies and procedures.
- e. To play a full and active part in the life of the school.

Lead Teacher - Carew Academy Job Description

This Job Description is in Addition to the Job Description for a Teacher at Carew Academy.

- To lead the identified Subject, Phase or Specialism under the direction of a member of the Leadership Team.
- To oversee the production of high quality Schemes of Work for your Subject or Phase or Specialism through colleagues within the team.
- To ensure Schemes of Work reference Information Technology, Numeracy, SMSC, British Values etc. as required by current guidelines.
- To ensure Schemes of Work maximise the opportunities for "real life learning".
- To map Careers Education across your Subject, Phase or Specialism.
- In conjunction with the Senior Leadership Team, to map the Curriculum across your Subject or Phase to ensure adequate curriculum coverage for all students.
- In conjunction with the Senior Leadership Team, to map the Curriculum for assessment using Classroom Monitor or Practical Mark Books as appropriate.
- In conjunction with the Senior Leadership Team, to observe Teaching and Learning within your Subject or Phase and evaluate its effectiveness.

- In conjunction with the Senior Leadership Team, to develop appropriate accreditation to recognise our students achievements including Unit Awards for the Lower School and Entry Level, Functional Skills, GCSEs or BTECs for the Middle and Upper Schools.
- To ensure all staff within your Subject, Phase or Specialism are following the Marking and Feedback Policy.
- To ensure all staff within your Subject, Phase or Specialism track students' progress accurately and regularly.
- To champion the use of Phonics in every lesson across your Subject, Phase or Specialism.
- To lead whole staff CPD as required.
- To attend SLT Meetings as required.
- To support staff across your Subject, Phase or Specialism with their Teaching through a coaching approach, model best practice and support with join planning.
- To support teachers within your Subject, Phase or Specialism who are on a Teacher Support Plan as required.
- To develop extra-curricular opportunities for your Subject, Phase or Specialism to promote student engagement.

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General notes

- (1) Job descriptions are to be reviewed annually.
- (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.
- (3) Carew Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.