



## **Avon House School - Job Description Class Teacher**

**Avon House School is committed to the protection and safety of all children and requires all staff, visitors and volunteers to uphold this commitment.**

***Name:***

***Responsible to:*** The Head, Head of Department.

***Individual Responsibilities:***

### **RESPONSIBLE TO**

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The Class Teachers are line managed by the Subject Leads and/or the Heads of Department.

### **INDIVIDUAL RESPONSIBILITIES**

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Ability to encourage and develop our pupils' talents and to help them achieve their full potential. Being outstanding with a willingness to go the extra mile and will be expected to play a role in the school's extra-curricular programme.

#### **Professional Conduct**

You must have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in your own attendance and punctuality.

You must have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

At Avon House we expect each other to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position of having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions of showing tolerance of and respect for the rights of others, of not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, of ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

## **Safeguarding Responsibilities**

- To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures.
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in activities elsewhere.
- To support in the provision of high quality care and education for the children in the school; to fulfil legal and statutory requirements.
- To implement all school policies and procedures, and report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff.
- To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection.

## **Professional Responsibilities**

- To plan, prepare and teach well-structured lessons.
- To teach, according to their educational need, the pupils assigned; setting and marking work, including examinations.
- To adapt teaching to respond to the strengths and needs of all pupils, knowing when to differentiate appropriately.
- To assess, record and report on the development, progress and attainment of pupils.
- To set high expectations which inspire, motivate and challenge pupils.
- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- To establish a partnership with parents to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets.
- To manage pupil behaviour effectively to ensure a good and safe learning environment.
- To demonstrate good subject and curriculum knowledge.
- To make accurate and productive use of assessment, providing or contributing oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To use relevant data to monitor, progress, set targets and plan subsequent lessons.
- To give pupils regular feedback, both orally and through accurate marking.
- To develop relationships with parents through personal meetings and school reports.
- To be familiar with a range of resources suitable for individual or group settings, and use them to motivate pupils within their learning.
- To ensure the classroom is a safe environment for children, that equipment is safe, standards of hygiene are high and safety procedures are implemented.
- To use the classroom to create an effective and stimulating environment for the teaching and learning of the subject.
- To ensure records are properly maintained including the accident and incident book and the medication book.



### **General Responsibilities**

- To attend weekly staff meetings, staff briefings and department meetings when requested.
- To attend and contribute to staff meetings, Open Day and other such School functions as may be required.
- To comply with school supervision rotas as appropriate.
- To have lunch with your class on a daily basis.
- To set a good example in terms of personal presentation, speech, attendance and punctuality.
- To develop relationships with parents through personal meetings and school reports.
- To undertake such training as may be reasonably required by the school.
- To fulfil professional responsibilities by making a positive contribution to the wider life and ethos of the school.
- To contribute to the provision of activities to support the extra-curricular programme of the school.
- To accompany pupils on trips away from the school. This includes educational day and residential visits.

**Signed:** .....

**Date:** .....