

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

### **Purpose**

To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

The key functions of the role are:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the Primary Framework requirements and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development of a designated group of pupils.
- To foster a positive learning environment and educational experience which provides students with the opportunity to fulfil their individual potential.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.

### **Reporting to**

Head of Junior School

### **Responsible for**

- Directing and supervising the work of Teaching Assistants
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from support services, health professionals and social workers).

### **Generic Responsibilities**

- To teach pupils in the assigned groups according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of assigned pupils and keep such records as are required by the school's systems.
- To ensure a high quality learning experience for pupils, which meets internal and external quality standards.
- To use a variety of delivery methods appropriate to students' learning styles and the varying demands of the curriculum
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.

The tasks expected of the Class Teacher are the following in combination with dedicated time to address some of the tasks.

- To be responsible for the co-ordination of an area(s) of the school curriculum, including ensuring a relevant and appropriate curriculum policy is produced and reviewed, according to the school's schedule, and is complimented by associated schemes of work. (not applicable for NQTs)
- To monitor and evaluate learning within the curriculum area(s) in line with the school's monitoring cycle. (This may include observation or use other approaches, work sampling, planning, review etc).
- To collate and analyse information relating to the standards achieved in the curriculum area. The responsibility for these standards lies with the Leadership Team.
- To ensure there are the resources necessary to deliver the curriculum area(s) and allocate accordingly, within an allocated budget.
- To advise and support other members of staff on the content and delivery of the curriculum area(s).
- To contribute to the formulation and evaluation of the school's assessment practice in relation to the area(s) of the curriculum for which lead responsibility is held.

#### **General expectations**

- To support and adhere to the school's quality assurance procedures.
- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of students, after consultation with appropriate staff.
- To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
- To work as a member of a designated team and contribute positively to effective working relationships within the school.
- To actively engage in performance management.
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.

#### **Other duties**

- To contribute to the overall ethos and aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To actively pursue own personal and professional development.

#### **Other specific responsibilities**

To coordinate aspects of the curriculum (areas to be negotiated)

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.