

Windmill L.E.A.D. Academy

Description of the Role of Class Teacher

The teacher is responsible to the Head Teacher and the Governors of the academy.

He/she is required to serve under the Pay and Conditions of Service for Teachers laid down by the DfE.

Within the framework of the L.E.A.D. Academy Trust's vision and principles, the teacher's role is described under the following headings:

A Planning

- 1) To work closely with the Head Teacher and colleagues in the planning and implementation of the School's Development Plan.
- 2) To implement and develop the school's curriculum through collaborative planning, in-service training and staff development, with particular reference to the age group with whom they are working.
- 3) To plan over the long, medium and short term the learning development of the particular group of children for which the teacher is responsible.
- 4) To plan the allocation and use of resources in the classroom as appropriate to the age, and level of ability of the children.
- 5) To plan the working environment of the teaching area, including furniture layout, resource area and displays.
- 6) To take into account, when appropriate, any planning work with allocated students.

B Allocation

- 1) To allocate work to the children appropriate to their age, interest, aptitude and ability.
- 2) To allocate appropriate resources to the children in order that they can carry out their work.
- 3) To allocate suitable storage to enable children to access resources efficiently.
- 4) To allocate appropriate time to preparation, implementation, checking and marking of children's work.
- 5) To maintain a balance between professional and statutory duties as outlined in the time budget.

- 6) To allocate tasks to parents, students on work experience and other helpers.

C Monitoring and Evaluation

- 1) To monitor and evaluate the work and activities of the children, individually, as a group and as a class in line with the school's assessment procedures.
- 2) To monitor and evaluate the use and care of resources used by the children, the teacher and other adults working in the classroom.
- 3) To monitor and evaluate the behaviour of the class and individual children in line with the school's policy on behaviour.
- 4) To monitor and evaluate the effectiveness of those jobs/tasks undertaken by students, teaching assistants, other professionals, parents and other helpers in the classroom.
- 5) To ensure that the classroom is organised and tidy and to be aware of any health and safety hazards.

D Communication

- 1) To contribute, where appropriate, to the effectiveness of all communication procedures within the School.
- 2) To share in the exchange of information, ideas and opinions between all staff and children.
- 3) To communicate openly and honestly with parents.
- 4) To liaise with appropriate outside agencies and support services, including other schools, particularly at the transfer stage.
- 5) To communicate, where relevant, with members of the community, including the school Governors.

E Training

- 1) To attend courses and in-service training events which are appropriate for the teacher's professional development and in line with the School's Development Plan and to play an active part in such events.
- 2) To train the children in the routines and tasks of the classroom, encouraging them to take a responsible attitude in maintaining high standards of care and safety in the classroom and school.

- 3) To create a caring attitude amongst the children which fosters co-operation and goodwill within the class and within the school as a whole.

F Motivation

- 1) To see ways and find opportunities to offer praise and encouragement to children and colleagues throughout the school, acknowledging their personal worth.
- 2) To show concern for the welfare and colleagues.
- 3) To help create an atmosphere of enthusiasm and show a willingness to try new ideas.

G Innovation

- 1) To help initiate new ideas into the curriculum and life of the school.
- 2) To actively participate in such initiatives, where appropriate, and not be afraid of having a go!

H Job Specific Duties

- 1) To carry out such duties as are agreed to be appropriate to the nature of the post.