



## **PONTLLANFRAITH COMPREHENSIVE SCHOOL**

**POST TITLE: Classroom Teacher**

**RESPONSIBLE TO: Subject Leader**

### **GENERIC JOB DESCRIPTION : KEY RESPONSIBILITIES**

*To ensure a positive impact on pupil's educational progress within his/her classes, classroom teachers will:*

- Promote the general well-being and progress of individuals and classes assigned to her/him
- Maintain good order and discipline among the students and safeguard their health and safety
- Plan and prepare lessons according to Department Schemes of Work
- Regularly mark and assess work, and keep up-to-date records
- Set regular meaningful homework, and monitor its completion according to school policy.
- Work collaboratively to produce teaching materials
- Take responsibility for a room base and its resources and ensure an attractive learning environment is created
- Liaise with departmental colleagues and SEN and/or pastoral staff to maximise individual achievement
- Attend directed meetings with colleagues
- Report to and liaise with parents/carers
- Attend directed parents' evenings/events
- Be a form tutor within a specified Year Team
- Participate in professional development and training
- Participate in performance management arrangements

In general:

To undertake any other duty as specified in the School Teachers' Pay and Conditions Document 2006 not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown and, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and post title.

### **Lesson Allocation**

The standard lesson allocation is forty-five lessons per cycle of fifty.

May 2009

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**Classroom Teacher  
Person Specification**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Of teaching the advertised subject in the 11-16 age range	✓		A
<b>Education and Training</b>			
Qualified teacher status	✓		A
Honours Degree or Higher Qualification		✓	A
Evidence of active recent and ongoing participation in professional development		✓	A
<b>Professional Characteristics</b>			
A highly effective classroom practitioner	✓		L/ R
Ability to communicate clearly in spoken and written form	✓		L/A/I
Ability to think clearly, organise, manage and meet deadlines	✓		L/A/I
Ability to set and achieve personal targets	✓		R
Ability to accept responsibility	✓		R
Ability to develop and maintain appropriate and efficient administrative systems	✓		R
Ability to work collaboratively	✓		R
<b>Personal qualities</b>			
Excellent health and attendance	✓		R
Energy and enthusiasm / stamina	✓		R/L/I
Incisive and decisive	✓		R/I
Flexibility	✓		R
<b>General</b>			
Committed to equal opportunities and inclusive education	✓		A/R/I
Committed to comprehensive education and to raising achievement for all	✓		A/R/I
Willingness to undertake further professional development as and when required	✓		A/R/I

Application – A  
References – R  
Interview – I  
Lesson observation - L