



# Pond Meadow Academy Trust

## Job Description

The following Job Profile and listed responsibilities seeks to detail the main aspects of the role. The Headteacher can make variations to or add new responsibilities without formal negotiation when these are within the scope and purpose of the role. Significant changes to the job role and therefore this profile will be brought about by discussion with the individual, normally through the staff development interview process.

**Job Title:** Teacher

**Main Responsibilities:** Class teacher  
Staff Development

**Responsible to (as appropriate):** Headteacher  
Deputy Headteacher/Assistant Headteacher  
Phase Manager  
Curriculum Coordinator  
Systems, Site and Training Coordinator

**Name:** Signed .....

Date .....

**Headteacher** Signed .....

Date .....

### Main Responsibilities

In addition to the contract of employment and duties as laid down in the School Teachers' Pay and Conditions Document.

**To be responsible for a class group within the school as designated by the Headteacher.**

### Key Responsibilities:

- To plan, prepare, teach, assess and monitor all areas of the class curriculum.
- To ensure pupil progression through planning.
- To maintain and prepare records, reports and reviews, including writing reports for Annual Reviews/EHCPs and as needed for pupils (e.g. CIN summaries). This includes writing up comments/summaries half termly of IEP targets.
- To attend relevant reviews/report to multi-professional meetings.
- To plan the work of the Classroom Assistants in the class.
- To involve the Welfare Assistant in the planning.
- To involve all support staff in the process of teaching, assessing and recording.
- To support families through regular communications about planning, teaching and pupil achievement.
- To support families through regular involvement in the targets for the IEP including clear communication on pupil behaviour or behaviour programmes/Individual Behaviour Risk Assessments and Support Plans.
- To attend relevant reviews/report to multi-professional meetings.

- To complete Risk Assessments as needed for activities on and off site and review these ensuring they are up-to-date and shared with the Class Team and Phase Manager/SMT.
- To ensure Care Plans are completed, up-to-date and shared with the Class Team.
- To monitor and report to the Senior Management team on teaching and learning, the organisation and use of staff and resources, cross curriculum links, pupil assessment and pupil progress.
- As a member of staff, identify through the appropriate appraisal areas for individual development and actively participate in Performance Management.

**To have a responsibility for a National Curriculum subject or subjects.**

**Key Responsibilities:**

- To ensure appropriate policy statements, long term plans, medium term plans, differentiated learning outcomes and assessment points are available at each phase in line with the overall curriculum framework of the school.
- To ensure regular monitoring, evaluation and updating of the subject area/documentation/resources in line with criteria discussed and agreed with the Curriculum Coordinator/Phase Manager.
- To be able to advise colleagues, or direct colleagues to appropriate advice, on all aspects of the teaching and learning of the subject across all phases, including national trends.
- To support the Curriculum Coordinator/Phase Manager to prepare annual action plans for the subject as requested with the format used by the school and manage and report on the plan as required.
- To prepare reports on aspects of the subject as requested by the Headteacher.
- To identify the equipment, materials, resources and storage required for the subject.
- To assist the Phase Manager/Curriculum Coordinator in drawing up an annual budget for resources if required.
- To purchase suitable resources in line with discussion and agreements with the Phase Manager/Curriculum Coordinator ensuring maximum use for pupils.