



**THE ROCHESTER GRAMMAR SCHOOL**  
**The Thinking Schools Academy Trust**  
**CEO; MR S GARDNER BA (Hons) NPQH**  
**TSAT DIRECTOR OF SECONDARY EDUCATION: MR G BASSAN BA (Hons) NPQH**

**Job description**  
**Classroom Teacher**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Reporting to: immediate line manager (Curriculum Leader)**

**Responsible for:** The provision of a full learning experience and support for students.

Liaising with: Principal/Vice Principal, teaching/support staff and parents.

**1. Job purpose and key accountabilities:**

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**2. Generic accountabilities (teachers)**

2.1 You are to carry out the duties of a school teacher as set out in Pay and Conditions Document 2007 and subject to any amendments due to government legislation. This includes any duties as may reasonably directed by the Principal.

2.2 All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards.

2.3 Demonstrate a thorough and up to date knowledge of the teaching of your subject area and take account of wider curriculum developments which are relevant to your work.

2.4 Consistently and effectively plan lessons and sequences of lessons to meet learners' individual needs.

2.5 Consistently and effectively use a range of appropriate strategies for teaching and classroom management.

2.6 Consistently and effectively use information about prior attainment to set well-grounded expectations for learners and monitor progress to give clear and constructive feedback.

2.7 Demonstrate that, as a result of your teaching, your students achieve well relative to their prior attainment.

2.8 Take responsibility for your professional development and use the outcomes to improve your teaching and students' learning.

Key competency: passion for learning

2.9 Make an active contribution to the policies and aspirations of the school.

Key competency: Challenge and support

### **3. You must demonstrate knowledge and understanding of:**

3.1 School improvement and effectiveness strategies, including the process of self-evaluation and specifically contribute to those strategies through your own teaching and learning.

3.2 Processes and systems for quality assurance relating to your subject and contribute to monitoring, reviewing and evaluating all such learning.

3.3 Principles and practices in relation to managing learning and teaching.

### **4. Management of information and pastoral duties:**

4.1 To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS.net, registers etc.

4.2 To complete relevant documentation to assist in the tracking of students.

4.3 To track student progress and use information to inform teaching and learning.

4.4 To communicate effectively with the parents of students as appropriate, attend parents' evenings, Open day and Evenings.

4.5 To be a form tutor to an assigned group of students.

4.6 To promote the general progress and well-being of individual students and the Form group as a whole.

Key competency: managing students

4.7 To liaise with a Pastoral leader to ensure the implementation of the school's pastoral system.

4.8 To register students, accompany them to assemblies, encourage their full attendance and participation in other aspects of school life.

## **Generic Duties relevant to all members of staff**

### **1.1 The Trust**

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at The Rochester Grammar School. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **1.2 Teaching and Learning**

This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### **1.3 ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **1.4 Health and Safety**

Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

## **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

## **1.6 Data Protection**

**The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.**

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of School. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.