

## Job Description

Post Title: Class Teacher

Responsible to: Key Stage Leader/Senior Leadership Team

Salary Grade: MPS/UPS

Working Time: 195 days per year. Full-time

Disclosure Level: Enhanced

### Purpose:

- To carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
- To teach pupils within either Early Years or Key Stage One/Two in accordance with the professional duties of a teacher.
- To take an equitable share of whole school curriculum care and management responsibilities.
- To carry out your duties in line with the key tasks and management procedures of the school.

### Duties – General:

- To work in accordance with the school's statement of aims and values and implement strategies within policies adopted by governing body.
- To help to raise achievement and aspirations of the pupils by providing challenge, opportunity and recognising and celebrating successes.
- To liaise effectively with parents, external agencies and Governors.
- To carry out the general and specific professional duties as set out in the current 'school teachers' pay and conditions document' and teachers standards.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To undertake supervision duties.

### Duties – Specific:

*The following roles and responsibilities are not exhaustive, but give an outline of the tasks the post holder is responsible for. They do not necessarily carry out all the tasks themselves, but they ensure that the tasks are being completed.*

- To carry out planning, teaching and class management.
- To teach allocated pupils through appropriate planning to achieve progression of learning by:
  - identifying clear teaching objectives and specifying how they will be taught and assessed
  - setting tasks which challenge pupils and ensure high levels of interest
  - setting appropriate and demanding expectations
  - setting clear targets, building on prior attainment
  - identifying SEN or very able pupils.
- To provide clear structures for lessons maintaining pace, motivation and challenge.
- To make effective use of assessment and ensure coverage of programmes of study.
- To ensure effective teaching and best use of available time.
- To monitor and intervene to ensure sound learning and discipline.
- To use a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - select appropriate learning resources and develop study skills through library, I.C.T. and other sources.
- To ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- To evaluate their own teaching critically to improve effectiveness.

#### **Additional standards for nursery and early years (for EYFS post)**

- To take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy.
- To encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- To use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
- To manage parents and other adults in the classroom.
- To carry out monitoring, assessment, recording, reporting to:
  - assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
  - mark and monitor pupils' work and set targets for progress
  - assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
  - prepare and present informative reports to parents.

- To have a working knowledge of teachers' professional duties and legal liabilities.
- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school.
- To take responsibility for their own professional development and duties in relation to school policies and practices
- To liaise effectively with parents and governors.

#### **Safeguarding:**

- This post is subject to an enhanced Criminal Records Bureau disclosure.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

#### **Health and Safety:**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited too:
  - Reporting damaged, broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

#### **Continuing Professional Development:**

- To participate in the Trust's Performance Management Scheme.
- Undertake any professional development necessary as identified.

#### **Additional points:**

The Trust 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_