

HOLY TRINITY CE SCHOOL

Job description

Name:

Duration: Permanent

Post: Class teacher

Spine point: M1 - M6

Responsible to: Headteacher

KEY SCHOOL FOCUS: Raising attainment and progress in Mathematics and Writing.

Management/supervisory responsibilities:

Professional for teaching and learning, effectively managing the Teaching Assistant (TA) working in your class and to manage/develop your assigned subject area(s)

Purpose of the post:

To work as part of a team under the direction of the headteacher and to have responsibility for the education, attainment and care of pupils in the school.

Other Relevant Information about the School:

This is a Church of England Primary School.

Main duties and Responsibilities as class teacher:

Knowledge and Understanding

- Maintain a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements. This means reading current government/educational documents, leading training for yourself and others, etc;
- Monitor pupils' progress, planning lessons and marking work;
- Demonstrate the ability to address pupils' questions and address common misconceptions or mistakes.

Planning and target setting expectations

- Identify clear teaching and learning intentions/objectives, differentiated content, practical activities as appropriate, built in assessment link to WALT and WILF;
- Demonstrate high expectations and ensure progress within the lesson;
- Demonstrate that the needs of all pupils are clearly being addressed;
- Set clear targets for pupils' learning, building on prior attainment;
- Identify pupils who are gifted & talent (G&T) across any aspect of the curriculum as well as pupils who have EAL or SEN;
- Implement and keep records on Individual Education Plans (IEPs), HSCPs, etc

Teaching and managing pupil learning

- Ensure effective teaching of whole class, groups and individuals so that teaching intentions/objectives are met, momentum and challenges are maintained, and best use is made of teaching time;
- Use teaching methods and support staff effectively to engage all pupils, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources;
- Use ICT to enrich, ease access and develop pupils' learning;
- Set high expectations for all pupils' behaviour, establishing and maintaining a good standard of discipline through positive and productive relationships and applying the school's behaviour policy as agreed;
- Recognise that learning takes place inside and outside the school context by arranging visits and speakers to enrich learning and provide opportunities for all pupils' to develop their understanding;
- Provide and mark homework in line with school policy.

Assessment and evaluation

- Use and apply your knowledge of the school's assessment systems, in order to analyse and use all pupils' results to extend their learning;
- Assess pupils' progress in lessons (formatively) and at the end of module or year (summatively);
- Provide written/verbal feedback to relevant members of staff, curriculum managers, SMT or governors;
- Mark and monitor all pupils' class and homework, provide constructive oral and written feedback, setting targets for pupils' as appropriate;
- Prepare written reports for parents and other professionals.

Pupil achievement

- Secure progress towards all pupil targets;
- Share with pupils and parents via discussions and marking how their learning is improving.

Relations with parents and the wider community

- Build a professional, positive relationship with parents; meeting both informally and formally as required;
- Liaise with agencies responsible for pupils' welfare;
- Develop links with members of the local community to support the curriculum as appropriate, eg, the librarian, local history groups, etc.

Managing own performance and development

- Keep up-dated of current issues through professional development;
- Understand and demonstrate your professional responsibilities in relation to embedding school policies and practices;
- Manage meetings effectively as appropriate and produce minutes, aiming to have these sent to the head, deputy and appropriate individual asap and by the next day at the latest;

- Manage your own time efficiently and ensure you meet deadlines as agreed;
- Set good examples to pupils in your presentation of written work, work area, display of work, etc;
- Evaluate your own teaching critically and use developmental suggestions from lesson observations, performance management, etc, to improve your effectiveness and professional development;
- Demonstrate professional conduct to colleagues and visitors to the school.

Managing resources

- Select and use resources effectively. Encourage and train pupils and staff working with you to use resources well.

Main duties and Responsibilities as subject leader:

- All class teachers will be required to manage a curriculum area, with the exception of ECTs/unqualified teachers who may shadow subject leaders instead.

Teaching and managing pupil learning

- Provide guidance and be able to model good and outstanding teaching for staff in their teaching, planning and delivery of your subject.
- Develop and model effective teaching and learning methods in your subject to meet the needs different abilities and pupils within classes.
- Embed agree subject practices involving speaking & listening, reading, writing and comprehension.
- Set benchmark targets in your subject for each year group and review these at termly to analyse and give direction for further developments in your allocated staff meetings.
- Produce a clear action plan which will feed into the SEF, secure practice and development of the teaching and learning of your subject at both key stages.

Assessment and evaluation

- Analyse staffs' planning to ensure A4L is a secure part of teaching at HT School.
- Set/work on class benchmark, individuals or whole school targets in relation to attainment in your subject.
- Analyse and interpret the schools' data relating to your subject results to advance good and outstanding teaching and pupil progress.
- Moderate pupils work and compare HT School's results with local/similar schools at intervals.
- Undertake lesson observation and evaluate the quality and standard of teaching of your subject across the school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching.
- Evaluate the progress in your subject within the school and demonstrate and guide further improvements.

Pupil achievement

- Establish and agree clear targets for pupils' achievement, and evaluate progress and achievement of all pupils in your subject.
- Use data effectively to identify pupils who are underachieving in your subject and, where necessary, create and implement effective plans of action to support those pupils.

Subject leadership

- Update any policies, reports, procedural practices or timetabling as required.
- Note key issues coming from the School Development Plan (SDP), School Self Evaluation (SEF), OFSTED, School Achievement Report (SAR) or any LA/SDBE interventions within the school.
- Develop standards in your subject across the school.
- Undertake lesson observations at intervals, monitor and provide feedback to staff, SLTs & governors regarding progress and developments in this area.
- Develop a high level of quality assurance by sampling planning, pupils work and questioning pupils at intervals.
- Undertake analyses to ensure learning in your subject is enabling pupils to make age expected progress and to support consistency in this area.
- Audit and provide relevant resources to secure pupil progress and targets in this area.
- Develop and implement policies and practices to ensure teaching is good and outstanding consistently.
- Create a climate which enables staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.
- Ensure your own knowledge/development in this subject area is up to date and that you stay abreast of current government initiatives and findings in your subject. Visit outstanding schools to further promote desired practices within Holy Trinity School.
- Attend SLT, Committee or subject link governor meetings as required to report on your subject.
- Develop effective networking within and outside West Quadrant C Collaborative. Identify schools with good practice and focus visits/training for staff needing to be further developed.
- Co-ordinate and lead any scheduled 'Focus Week' activities, liaising with the head/deputy and staff. Ensuring that class activities are allocated, all staff are involved, parents are invited and visits/visitors are arranged well in advance, etc.
- Secure quality whole school display from this focus to celebrate and showcase pupils' work.

Managing resources

- Audit and evaluate your subject resources in order to advise the headteacher and senior leaders of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans.
- Keep clear financial records of orders authorised by the headteacher/ deputy headteacher.

- Organise and co-ordinate the use of learning resources, including ICT and monitor their effectiveness and impact on the teaching of your subject.
- Encourage and train staff and pupils to use resources well.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school, eg, West C, etc.

Developing staff and other adults

- Identify and lead professional development through example and support. Co-ordinate the provision of high-quality professional development by methods such as training, demonstrating, modelling, coaching, drawing on other sources of expertise as necessary, for example, lead teachers, CLPE, LAs and subject associations.

Equal Opportunities

- To carry out these duties with due regard to the school's Equal Opportunities Policy and priorities.

General

- To be actively involved in the Christian and social life of the school.
- This job description should be read in conjunction with school's other policies, in particular the Child Protection, Performance Management, Teaching & Learning, Staff Handbook, Pay, Staff Attendance, Medication, Healthy & Safety, etc.
- These duties must be carried out in accordance with the aims and policies of the school. You are required to share in the corporate responsibility for the well-being and discipline of all pupils in the school. You are required to liaise with colleagues, parents, governors and LA/SDBE officers as appropriate.

Signature: _____ (Classteacher)

Date: _____