



Penn Wood Primary and Nursery School
'Better Never Stops: Friendship, Respect, Excellence'

Penn Road, Slough Berkshire, SL2 1PH
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Post title :	Class Teacher
School:	Penn Wood
Salary and grade:	Main Pay Scale Range 1-6 or Upper Pay Scale (London Fringe)
Line manager/s:	The headteacher, members of the senior leadership team (SLT) and the governing board
Supervisory responsibility:	The postholder is responsible for the deployment and supervision of the work of any teaching assistants relevant to their responsibilities

Job Description

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils taught and promote equity, diversity and inclusion
- Be responsible and accountable for achieving the highest possible pupil standards, achievement and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and -at all times- observing appropriate boundaries
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current **School Teachers Pay and Conditions Document and Teacher Standards**
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school (KCSIE September 2023)
- Take responsibility for one's own health and safety and that of others

Duties and responsibilities:

All teachers are required to carry out the duties of a schoolteacher as set out in the current **School Teachers Pay and Conditions Document**. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the **teacher standards** as part of the appraisal process as relevant to their role in the school.

Teaching:

- Deliver the curriculum for the year group/s that you teach, ensuring good curriculum knowledge and pedagogical understanding
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate

- Be aware of pupils' of prior knowledge, teaching and scaffold learning appropriately to build knowledge over time
- Be accountable for the achievement of pupils you teach, demonstrating the highest aspirations and expectations for their progress and achievement
- Establish a clear understanding of the needs of all pupils, including those with special educational needs, EAL, disabilities and make necessarily curriculum adjustments as appropriate
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- Teach early reading (if appropriate to the age-range), demonstrating a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics and strategies to develop reading fluency
- Make accurate and productive use of formative and summative assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, encouraging pupils to respond to feedback, reflect on their progress and understand their next steps.
- Encourage pupils to develop and foster a responsible and conscientious attitude to their own learning
- Use relevant assessment information to plan effective sequences of lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the **School Teachers' Pay and Conditions Document**

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage class/es effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercising appropriate authority and acting decisively when necessary
- Work within the school's behaviour policy and understand that flexibility is required to meet pupils' needs
- Be a positive role model and consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils
- Have the highest expectations of behaviour, promoting self-control and independence
- Carry out playground and other duties as directed and within the remit of the current **School Teachers' Pay and Conditions Document**
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school safeguarding protocols, procedures and practices

Team working and collaboration:

- Participate in any relevant meetings and professional learning opportunities at the school, which relate to children, teaching, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the professional development and induction of other teachers and support staff as appropriate and when required
- Ensure that colleagues working in partnership are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Fulfil wider professional responsibilities:

- Actively promote the ethos of the school, ensuring that professional behaviours support the vision, values and priorities of the school
- Work collaboratively with others to develop best practice and to establish effective professional relationships
- Deploy support staff effectively (as appropriate)
- Communicate effectively with families with regard to pupils' achievements and wellbeing using school systems and processes as appropriate
- Communicate and co-operate with relevant external bodies, as required
- Contribute positively to the wider life of the school, engaging with the community served by the school
- Support the school's commitment to well-being and teacher workload

Administration:

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current **School Teachers' Pay and Conditions Document**

Professional development:

- Regularly review the effectiveness of teaching and assessment procedures and their impact on pupils' achievement and well-being, refining approaches where necessary and responding to advice and feedback from colleagues
- Be responsible for improving the quality of teaching through active participation in training, professional learning, development opportunities and coaching
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012
- Show awareness of the standards for professional learning and EEF's research on impactful professional learning

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This job description may be reviewed on an annual basis.

Signature of post holder:

Date: / /

Signature of headteacher:

Date: / /