

### Job Description – Class Teacher

**Line Manager:** Headteacher

The responsibilities of the post are to be performed in accordance with the provisions of the most up-to-date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

### Main Duties and Responsibilities

#### Teaching and Learning

- Provide an outstanding role model as a classroom practitioner
- Secure and sustain effective teaching and learning and assist in evaluating the quality of teaching and standards of pupil achievements, reporting these to the Leadership Team
- Monitor and evaluate, in conjunction with other colleagues, the implementation of the curriculum
- Demonstrate good subject and curriculum knowledge
- Demonstrate good subject knowledge in specialist areas
- Contribute to the design and provision of an engaging curriculum within the relevant subject areas
- Promote good progress and outcomes by pupils
- Set high expectations which inspire, motivate and challenge pupils
- Plan and teach well-structured lessons
- Promote a love of learning and children's intellectual curiosity
- Impart knowledge and develop understanding through effective use of lesson time
- Adapt teaching to respond to the strengths and needs of all pupils
- Teach in a creative, cross-curricular way, wherever possible
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Manage behaviour effectively to ensure a good and safe learning environment
- Have clear rules and routines for behaviour in classrooms, and take responsibility in accordance with the school's behaviour policy
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Set homework and plan other out of class activities to consolidate and extend the knowledge and understanding pupils have acquired
- Fulfil wider professional responsibilities
- Be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements
- Ensure that school policies are reflected in daily practice
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity
- Maintain confidentiality at all times
- Understand the importance of teaching values
- Recognise that health and safety is the responsibility of every employee, to take reasonable care of self and others and to comply with the school and Trust's Health and Safety policy

## **Knowledge and Understanding**

- Have a good knowledge and understanding of current educational theory and research that underpins practice
- Have a good up to date knowledge of the teaching of specialist subject(s), where applicable
- Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- Positively embrace and explore initiatives and projects to improve standards
- Use ideas from research, other schools, literature, courses etc to extend and enrich learning
- Encourage and enthuse staff and pupils to explore new ideas and present stimulating activities for broad based learning
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Promote subject(s) via displays/events/training/themed weeks/parent workshops
- Engage in ongoing professional development, action research or projects
- Demonstrate an understanding of and take responsibility for promoting high standards of Literacy, articulacy and the correct use of standard English
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Demonstrate a critical understanding of developments in the subject and curriculum areas
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

## **Assessment and Reporting**

- Secure assessment procedures and policy, ensuring the successful strategies for on- going day-to-day assessment are embedded in teaching session
- Make accurate and productive use of assessment
- Track, and be accountable for, progress and achievement of pupils
- Have a good knowledge of how to create and analyse class data and what the data is 'saying'. Using this data to establish areas for development and focus pupils
- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- Make use of formative and summative assessment to secure pupils' progress
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback

## **Pupil Progress**

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils
- Accountable for pupils' attainment, progress and outcomes
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate awareness of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- Demonstrate knowledge and understanding of how pupils learn and how this impact on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study

### **Wider Professional Effectiveness**

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Deploy support staff effectively
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents with regard to pupils' achievements and well-being
- Set challenging personal targets/objectives, including those related to Continuous Professional development
- Actively seek and undertake new or difficult challenges, significantly contributing to a whole school ethos of improvement
- Use inter-personal skills which facilitates effective working relationships with professional colleagues from a range of settings
- Use the outcome of professional development to improve teaching and learning
- Be aware of standards, expectations and initiatives (school and nationally)
- Encourage through example, an efficient school ethos of paced workload and working practices
- Develop new skills to improve teaching and learning and update knowledge
- Have thoroughly and successfully taken responsibility for and addressed targets from Threshold Assessment and Performance Management

### **Strategic Development**

- Ensure that there is continuity across the school, and contribute to raising standards to achieve whole school targets
- Contribute to the School Development Plan, monitoring its progress and effectiveness
- Ensure that the school's Behaviour Policy is consistently applied to secure good order and discipline among pupils to safeguard their behaviour and safety

### **Professional Characteristics**

- Demonstrate consistently high standards of personal and professional conduct.
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Show regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Show tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities
- Strive to be a positive, resourceful member of the staff team, showing flexibility and adaptability

### **Generic Duties and Responsibilities**

- 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
- Work within the framework of national legislation and in accordance with the provision of the School Teachers' Pay and Conditions Documents
- In addition, the post is subject to compliance with the National Professional Standards for Teachers

## **Person Specification – Class Teacher**

### **Knowledge, Experience and Qualifications**

- Must have UK QTS or ECT status
- Knowledge of theory and practice in providing child-centered education
- Understanding of multicultural education to ensure that classroom organisation and practices do not discriminate
- Knowledge of strategies which are necessary to promote outstanding learning and progress

### **Skills and Abilities**

- Ability to plan and prepare a programme of work for the delivery of the curriculum to children in a particular age range
- Ability to assess the progress of individual pupils and maintain appropriate records of achievement
- Ability to select appropriate resources to create a stimulating learning environment
- Ability to work closely with other members of staff in the development of the curriculum and pastoral work of the school
- Ability to relate well to parents and encourage their participation in the education process
- Ability to communicate effectively and confidently with others including parents, governors and other members of staff
- Ability to utilise the potential of ICT in classroom teaching and learning, and for professional purposes

### **Personal Qualities**

- Have a clear philosophy of education
- Have a breadth of experience or interest in community or other affairs relevant to children or young people
- Be a committed team player
- Have a commitment to the equality of opportunity and inclusion
- Have an awareness of health and safety in the workplace
- Have total commitment to encouraging pupils to do the very best that they can
- Be well organised and able to work to deadlines
- Be very energetic and enthusiastic with a good sense of humour

### **Safeguarding**

Bishopstone C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All staff will be subject to rigorous safer recruitment procedures and enhanced DBS disclosure.

### **Health and Safety**

The governing board recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All employees must co-operate with us to access proper training and to make sure they understand and follow school's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.

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.