

# Job Description: Class Teacher



## Post Details

<b>School:</b>	Christchurch Junior School
<b>Grade:</b>	Main Pay Scale
<b>Weeks per year:</b>	N/A
<b>Duration:</b>	Fixed Term to the end of the 22-23 school year
<b>Responsible to:</b>	Headteacher

## Main Purpose

To carry out the professional duties of a teacher as defined in the most recent School Teachers' Pay and Conditions Document (STPCD). The post holder will be expected to undertake duties in line with the STPCD under the reasonable direction of the Headteacher and to implement the agreed policies of the school.

## Main Duties and Responsibilities

### Liaison and cooperation

The teacher will work in liaison, contact and co-operation with:

- other members of staff
- parents, governors and the local community
- members of the LA support and advisory services

The teacher will work within the framework of:

- national legislation, including Education Acts, the Professional Standards For Teachers, the Schoolteachers Pay and Conditions Act 1987 (and recent documents).
- school policies and guidelines on the curriculum and school organisation ,in particular those relating to safeguarding, health and safety, professional conduct, and equality.

### Teaching & learning – to:

- plan and prepare units of work and lessons for any assigned classes and groups within the context of the school's plans, curriculum and units of work.
- prepare materials and resources to support effective teaching and learning.
- assess, record and report on the development of progress and attainment of assigned pupils in line with the school's assessment and marking policies.
- liaise with TAs and other support adults to enhance learning opportunities.
- set and mark home learning for pupils where appropriate.
- make appropriate provision for the differing needs of all pupils in the classes they are assigned to teach. This includes children with barriers to their learning and devising strategies to address their needs in consultation with the SENDCo/Inclusion Leader.
- communicate and consult with the parents of children that you are assigned to teach, through reports, parents' consultations and incidental enquiries.
- participate in arrangements for preparing pupils for assessments.

**Whole school organisation, strategy and development – to:**

- contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- lead, take part in and escort the class to assemblies (subject to the right of teachers to decline to participate in the act of collective worship on the grounds of their religious convictions).
- supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do (in circumstances that are not foreseeable).

**Health, Safety and Discipline – to:**

- promote the safety and well-being of pupils.
- take on a pastoral responsibility for the welfare of all assigned pupils.
- maintain good order and discipline among pupils, both when they are on school premises and when they are engaged in authorised school activities elsewhere.
- support school policies on pupil behaviour and attendance including personal appearance and uniform.
- maintain class registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not.

**Management of staff and resources – to:**

- direct and supervise support staff assigned to them and, where appropriate, other teachers.
- contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- deploy resources delegated to them.

**Professional development – to:**

- participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

**Communication – to:**

- communicate with pupils, parents and carers.
- develop and maintain good relationships with parents and work to promote a positive image of our school in the community;
- respond to requests for information about assigned children.
- attend staff meetings and other team meetings as identified in the school's termly calendar.
- maintain records for all assigned children and to contribute to references or reports to parents, other schools and outside agencies, in consultation with colleagues. (This includes contributions to person-centred reviews of EHCPs).

**Working with colleagues and other professionals – to:**

- collaborate and work with colleagues and other relevant professionals within and beyond the school, including across the Twynham Learning schools.

**Leading and managing staff – to:**

- take responsibility for the leadership and management of a curriculum area across the school, maintaining an overview of teaching, standards and ongoing improvement in the specified subject. See separate guidelines for subject leadership. (NB This responsibility does not apply to teachers in their NQT year.

Twynham Learning Attributes for all Staff	
Ambition for excellence Professionalism Humility Championing change	Inclusiveness Positivity Community-mindedness Being collaborative
Personal Attributes	
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Experience of classroom teaching across KS2, (including teaching practice)</li> <li>• Recent experience of pupils with differing educational needs</li> <li>• Ability to relate to children in and out of the classroom</li> <li>• Flexibility to move between the roles of cover teacher, interventions teacher and class teacher fluently</li> <li>• Warmth and approachability</li> <li>• Ability to work as part of a team</li> <li>• Self-motivation and ability to use own time effectively</li> <li>• Excellent communicator</li> <li>• Commitment to Inclusion and removing barriers to learning</li> <li>• Ability to adopt safe working practices and to maintain appropriate boundaries with children.</li> <li>• Knowledge, understanding and skills as defined by the framework of professional standards for teachers</li> <li>• Understanding of how children learn</li> <li>• High degree of commitment to the use of ICT for teaching, learning and assessment</li> <li>• An innovative and reflective practitioner</li> <li>• Thorough knowledge of recent initiatives in education</li> <li>• Commitment to co-operate with relevant agencies to protect children.</li> </ul>	
Other Duties	
<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.</li> </ul> <p>All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.</p>	
Notes	
This job description may be amended at any time in consultation with the postholder.	