



## Gildersome Primary School Class Teacher – Job Description

<b>Post title</b>	Class Teacher
<b>School:</b>	Gildersome Primary School
<b>Salary and grade:</b>	Main pay scale range 1-6. UPS1-3 in line with the current <i>School Teachers' Pay and Conditions Document</i>
<b>Line manager/s:</b>	The headteacher, members of the senior leadership team (SLT) and the governing body
<b>Supervisory responsibility:</b>	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

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### Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
  - Be responsible and accountable for achieving the highest possible standards in work and conduct
  - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - 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 (2012)*
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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### 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 (2017). 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 as relevant to the age and ability group/subject/s that you teach
- Be responsible for the delivery of teaching programmes and pastoral arrangements as appropriate under the direction of cohort / parallel class teachers
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to inform substantive teachers on their return to the class

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- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to plan subsequent lessons (if the contract is longer term or regular)
- 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 classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- 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 protocol/procedures

#### **Team working and collaboration**

- Work as a team member and work with colleagues to deliver high quality teaching and learning in the absence of the teacher
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

#### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to any issues with pupils on the days you are covering

#### **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 your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

#### **Other**

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- 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

### **Note**

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.

**Signature of post holder:** ..... **Date:**    /    /

**Signature of headteacher:** ..... **Date:**    /    /