

**Hamer Community Primary School  
Albert Royds Street  
Rochdale  
OL16 2SU**



**Main Scale Teacher**

<b>1. INTRODUCTION</b>
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**1.1 NAME OF POSTHOLDER:**

**1.2 JOB TITLE:** Class Teacher

**1.3 JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document and Teachers standards.

Carry out the duties of a class teacher in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and in the specific duties below.

**1.4 Line Management:** Reporting to - the Assistant Head/Deputy Head and Headteacher  
Reporting to Team Leader.  
Responsible for - line management of teaching assistants.

**1.5 Liaising With:** Headteacher, senior leadership team teachers, support staff, parents, LA representatives, external agencies.

**1.6 Salary Scale:** Teachers' Main scale (M1-UPS3)

**1.7 Working Time:** Full time as specified within the School Teachers' Pay and Conditions Document

**1.8 CRB Disclosure Level:** Enhanced

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **2. CLASS TEACHER DUTIES**

- 2.1 Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 2.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 2.3 Present appropriately demanding subject content, skills and understanding in a clear, creative and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- 2.4 Develop, maintain and use resources appropriate to chosen learning objectives.
- 2.5 Ensure the effective deployment of teaching assistant support in the classroom and maintain positive professional relationships.
- 2.6 Analyse and evaluate children's learning and assessment to inform future planning and teaching and learning activities.
- 2.7 Create and maintain an orderly, safe, stimulating and informative classroom environment.
- 2.8 Maintain good practice and implement changes in accordance with developments in educational theory and practice. Seek continuing professional development.
- 2.9 Set pupil targets, assess progress and maintain records in accordance with school policy
- 2.10 Work collaboratively with teaching colleagues, sharing good practice.

## **3. SCHOOL ETHOS**

- 3.1 Play a full part in the life of the school community supporting its' distinctive ethos.
- 3.2 Actively support the school's corporate policies relating to equality and diversity, inclusion and health, safety and well-being.
- 3.3 Promote the school and celebrate its success at every opportunity.
- 3.4 To ensure that all children in their teaching groups are happy, confident and successful learners.
- 3.5 To ensure that all children in the class have an equal opportunity to reach, attain and exceed their targets regardless of their ethnicity, ability, gender and social background.

## **4. CURRICULUM DEVELOPMENT, TEACHING AND LEARNING IN THE KEY STAGE**

- 4.1 Help, develop and maintain a curriculum in line with National Curriculum expectations and school policy to meet the needs of individual children within your class. Seek innovative approaches to teaching delivery.
- 4.2 Work with other members of staff in our school and the co-located special school to promote inclusion.
- 4.3 Monitor and evaluate the curriculum offered and review appropriate planning, assessment, record keeping and reporting procedures, as and when requested.
- 4.4 Ensure efficient use and maintenance of all material teaching resources within your classroom area and working environment and ensure available resources are used effectively to support the curriculum.
- 4.5 Under the direction and guidance of the Senior Leadership Team, actively contribute to and support the development of one or more specified curriculum area.

- 4.6 To work positively and effectively within teams which may include cross-age groups, curricular, Key Stage teams or to be part of Early Years, Transition Years or Upper Years team.

## **5. TEACHING AND LEARNING**

- 5.1 Develop effective lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- 5.2 Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- 5.3 Present appropriately demanding subject content in a clear and stimulating manner, thereby motivating and sustaining the interest of the pupils and raising levels of attainment.
- 5.4 Ensure the effective deployment of Teaching Assistant support in the classroom.
- 5.5 Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- 5.6 Create and maintain an orderly, safe, stimulating and informative classroom environment and ensure that displays in shared area are maintained to a high standard.
- 5.7 Maintain good practice and implement changes in accordance with developments in educational theory and practice.
- 5.8 Set pupils' targets, assess progress and maintain records in accordance with school policy.

## **6. SUBJECT RESPONSIBILITY**

### **Leadership**

- 6.1 To be responsible for all aspects of the school's provision in your subject area.
- 6.2 To take a leadership role in raising the pupils' standards of achievement in your subject area.
- 6.3 In partnership with the Leadership group to implement, review and evaluate the school development plan and attend annual target meetings with Headteacher to discuss curriculum area.
- 6.4 To keep up-to-date with new initiatives by reading appropriate publications, attending meetings and in-service training; disseminating information where appropriate.
- 6.5 Work with Leaders of Learning to ensure curriculum continuity and progression in subject.
- 6.6 Manage the subject budget and maintain teaching resources.

### **Standards**

- 6.7 To monitor standards of achievement, curriculum provision, progress, classroom organisation and management of subject.
- 6.8 To monitor and evaluate the curriculum provision in subject through planning, assessment information, work scrutinise and observations.

### **Staff Support and Development**

- 6.9 To lead, support and guide all staff in teaching the subject and ensure that they work as a positive and effective team.

<b>7. PASTORAL CARE</b>
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- 7.1 Develop positive relationships with all children based on their achievements and promote their general progress, emotional development and well-being and participation in all aspects of school life.
- 7.2 Maintain a positive approach to child management, supporting and implementing the school's policies relating to attendance, punctuality and behaviour. Support a "Team Teach" approach.
- 7.3 Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.
- 7.4 Ensure a class code of conduct is implemented following appropriate consultation with pupils and relevant staff.
- 7.5 Maintain a system of rewards and sanctions which is understood and appreciated by pupils and parents.
- 7.6 To follow consistently the School's Behaviour Management policy and liaise with the Pastoral team and appropriate support staff.

<b>8. PARENTAL INVOLVEMENT AND PARTNERSHIP WORKING</b>
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- 8.1 Report appropriately and sensitively to parents on the needs and progress of their children.
- 8.2 Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns, maintaining a regular dialogue with home.
- 8.4 Uphold the school's well-established links with the local community, networking schools, the LA and other external agencies.
- 8.5 Support the work of the 'Friends of Hamer' (PTA).

<b>9. PROFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT</b>
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- 9.1 Engage actively with the annual appraisal process, in accordance with the school's policy.
- 9.2 Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.
- 9.3 Ensure colleagues receive information and feedback on professional development activities undertaken.
- 9.4 Take an active part in the development of the school including developing specialist areas of interest.

<b>SIGNATURES</b>
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This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Agreed by postholder: \_\_\_\_\_

Signature of postholder: \_\_\_\_\_

Agreed by Headteacher: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_