

## **Class Teacher – Job Description**

### Purpose of the post:

To carry out the professional duties of a teacher other than a Headteacher as described in the School teacher's pay and conditions document including those duties particularly assigned to him/her by the Headteacher. Specifically;

### Planning and Assessment:

1. To plan an exciting and varied curriculum and ensure all pupils including those with identified needs are planned for to make maximum progress.
2. To ensure differentiation for pupils in all areas but particularly in the core subjects and that there are equal opportunities and access for all pupils to a broad and balanced curriculum using the EYFS profile or National curriculum breadth of study. To set, write and share IEP targets for those children who require them at least termly. To meet the needs of more able pupils.
3. To ensure planning is shared with SLT / other teachers / support staff as appropriate, to ensure continuity takes place for pupils in the class and across the appropriate year group, phase and key stage.
4. To implement the school's agreed assessment procedures. To utilise the schools assessment system to record and monitor individual pupil's progress. To use AfL to plan the next steps for pupil learning in reading, writing and mathematics. Write reports and meet with parents termly.

### Classroom management

1. To plan and organise a stimulating and productive environment where resources and materials can be accessed appropriately by all pupils. Where children develop their core skills, school values and school ethos.
2. To maintain positive behaviour patterns based on praise, reward good behaviour and manage poor behaviour in accordance with the school's behaviour policy.
3. To deliver varied learning activities including enrichment and extension tasks to maintain the pace of and engagement in learning.
4. To provide equality of opportunity for all learners

### Learning & Teaching

1. To provide Quality First Teaching (QFT) and learning experiences for all pupils, delivering consistently 'good' and often 'outstanding' provision.
2. To implement the EYFS profile or National Curriculum and its relevant programmes of study in an innovative, cross curricular manner.
3. To ensure that learning is promoted positively and consistently.
4. To deliver the agreed syllabus for RE and promote the ethos of a C of E school.

### Curriculum Knowledge

1. To support colleagues where possible in areas of relevant expertise through degree knowledge and further training.
2. To keep up to date with subject knowledge, and share knowledge and expertise with colleagues as appropriate.

### Pastoral Care:

1. To provide emotional and pastoral support for all children in the class and be aware of health & safety in the classroom and school. Be familiar with all necessary risk assessments as appropriate and be particularly aware of H&S implications in areas such as PE, Science and DT.

### Professional Duties

1. To support school initiatives as identified in the School Improvement Plan, in particular to raise standards and maximise all children's progress and attainment.
2. To set and agree targets based on prior attainment, for pupils learning.
3. To be accountable to the SLT for progress against agreed targets.
4. Keep appropriate and efficient records, integrating formative and summative assessments into termly and weekly planning.
5. Report to parents on the development, progress and attainment of pupils as requested by the SLT (currently termly)
6. Participate in meetings and CPD that relate to the school's management, development, curriculum, administration or organisation.
7. To support subject leads within the school in order to meet school development priorities.
8. Communicate and co-operate with colleagues in school, partner school /s and specialists from external agencies.
9. Lead, organise, communicate and direct learning support staff within the classroom to impact upon pupil provision and outcomes.
10. Participate in the performance management system for the appraisal of their performance or that of other teachers / support staff.
11. To implement all agreed policies including Health & Safety , Equal Opportunities and safeguarding.
12. To actively deliver the ethos, aims and values of Carisbrooke CE Primary School.

### Additional:

1. To support extra-curricular school activities as appropriate such as schools visits, after-school clubs and PTA events.
2. To provide enrichment activities as appropriate, including the production and dissemination of risk assessments for planned activities
3. To liaise with the school admin staff with regards to all curriculum events / trips / courses, ensuring effective communication about activities being organised by the member of staff.
4. To be responsible for a resource budget which improve provision and learning outcomes for children.
5. To participate in a duty rota for breaktime supervision and collective worship.
6. To actively support the ethos of a C of E school, contributing to attending school services at our local church as required and facilitating and promoting our in school expression of faith.