

# **The John Harrox Primary School**

## **Class Teacher Job Description**

**Job title:** Class Teacher

**Salary:** MPS

**Contract type:** Part Time Permanent

**Reporting to:** Head Teacher / Line Manager

### **Main purpose**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

### **Duties and responsibilities**

#### **Teaching**

- Build successful relationships centred on teaching and learning ensuring children feel happy, safe and secure
- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work ensuring a broad and balanced curriculum is delivered
- Actively engage all pupils in their learning ensuring it is interesting fun and exciting
- Establish a purposeful, organised and stimulating classroom environment
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of all pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by all pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for statutory assessment

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To comply with policies and procedures relating to child protection and safeguarding, health and safety and GDPR

### **Professional development**

- Engage in the school's appraisal procedures
- Engage in further training and development in order to improve own teaching
- Be a reflective practitioner and take responsibility for your own professional development
- Where appropriate, take part in the appraisal and professional development of others

### **Communication**

- Communicate effectively and respectfully with colleagues, pupils, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

### **Other areas of responsibility**

- To take on the responsibility for leading and managing a curriculum area according to the needs of the school
- Contribute to the delivery of extracurricular provision and wider life of the school

The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.