

Hollywood Primary School

Job Description: Class Teacher

Duties and Responsibilities

Facilitating Teaching and Learning

- Creating an inclusive learning atmosphere that values diversity and fosters a sense of security and confidence among students;
- Delivering well-structured lessons or work sequences that engage and inspire all students, considering their individual learning needs and abilities. This involves:
 - o Ensuring clarity in learning objectives, retrieval and next steps in learning;
 - o Employing interactive teaching methods and fostering collaborative group activities;
 - o Encouraging active and independent learning to cultivate students' critical thinking and self-management skills, nurturing intellectual curiosity;
- Establishing clear and challenging teaching and learning objectives tailored to students' backgrounds and abilities, informed by:
 - o Assessment of their past and present achievements;
 - o Expectations for students of their age group;
 - o Relevant subject matter and curriculum content.
- Identifying students with special educational needs/disabilities and seeking appropriate specialist support to provide tailored assistance;
- Monitoring and evaluating student performance and progress, offering timely and constructive feedback, and maintaining accurate records. Utilising performance data to inform teaching as well as school leadership about individual student, class, and year group targets;
- Maintaining a high standard of discipline through positive reinforcement, rewards, and disciplinary measures, fostering an environment where students feel safe, secure, and confident in line with the schools behavioural policy.

Professional Responsibilities

- Compiling annual progress reports for parents regarding pupils' development, progress, and achievements, and engaging in parent meetings when necessary;
- Efficiently deploying support staff and educational resources to enhance student learning;
- Demonstrating respect for colleagues' work and offering or seeking guidance when appropriate;
- Staying updated on the latest educational initiatives, curriculum developments, and reforms;
- Participating in school-wide and individual professional development activities and sharing relevant information with colleagues as needed;
- Engaging in performance appraisal and management processes in line with current teacher regulations;
- Adhering to all school policies and procedures, including those related to safeguarding, confidentiality, data protection, child protection, health and safety, and equal opportunities;
- Supporting and advocating initiatives determined by the Headteacher and wider leadership;
- Cultivating positive relationships and serving as a professional role model for students and colleagues within the school community;
- Representing the school positively in the community and actively participating in its life, including supporting extracurricular activities and encouraging others to do the same within reasonable requests.

Curriculum Coordination

- Assuming responsibility for a designated curriculum area;
- Maintaining a comprehensive understanding of statutory curriculum requirements, as well as assessment and reporting protocols for monitoring student progress and achievement;
- Offering guidance to colleagues on selecting suitable teaching and learning methods and providing coaching on their implementation;
- Identifying staff training needs and collaborating with senior leadership to organise relevant in-service training sessions;
- Keeping the Senior Leadership Team informed about the ongoing development and progress within the specific subject area;
- Contributing to the maintenance and periodic updates of existing policies and guidelines as needed;
- Securing and allocating resources to enhance the effectiveness of teaching and learning, particularly in the domain of writing.

Standards and Quality Assurance

The incumbent will:

- Contribute to the overarching vision and values of both the school and the MAT at class teacher level;
- Serve as a positive role model in terms of attire, punctuality, and attendance;
- Adhere to the Equal Opportunities Policy, Health and Safety Policy, Child Protection guidelines, confidentiality protocols, Data Protection regulations, teaching standards and Code of Conduct;
- Respect and endorse the contributions of fellow professionals;
- Support and champion initiatives endorsed by MAT leadership;
- Fulfill any reasonable requests from senior leaders or line managers to undertake tasks of a similar calibre not explicitly outlined in this job description;
- Undertake any additional responsibilities that reasonably fall within the scope of the role;
- Cultivate productive relationships and engage in effective communication with external agencies and professionals;
- Conduct regular self-assessments of their own performance in alignment with performance management and professional development standards to ensure ongoing skill enhancement and knowledge refinement;
- Share their expertise and skills with colleagues;
- Participate in training sessions and other learning opportunities as necessary for performance enhancement and professional growth.

Other areas of Responsibility

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies;
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary;
- Promote the safeguarding of all pupils in the school.
- Look after children who are upset or have had accidents;
- Ensure that Health and Safety requirements of the school are followed at all times.

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school;
- Take part in the school's appraisal procedures.

This job description is not necessarily a comprehensive definition of the post nor a comprehensive list of all tasks that the post holder will carry out. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

All school staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.