



St. David's C of E Primary School

Job Description - Class Teacher

Purpose of the post

- To plan, implement and deliver an appropriate and differentiated curriculum for all pupils in their class/group; having due regard to the requirements of the national curriculum, the school's aims, objectives and schemes of work and all policies of the Governing Body.
- To facilitate and encourage learning which enables pupils to achieve high standards
- To promote the progress and well-being of every child in the class/group assigned to them.
- To undertake the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document.
- To promote and safeguard the welfare of the pupils.

Responsible to

Headteacher and the Governing Body

Class teacher duties

Teaching and learning

1. Teach a broad based curriculum to the class that will ensure that all children can achieve their full educational potential.
2. Provide a challenging and supportive learning environment that introduces new ideas and concepts clearly.
3. Be responsible for the designated classroom/teaching area and associated resources.
4. Direct the use of any support staff or class helpers. This does not imply any "line manager" responsibilities but facilitates the best deployment of human resources.
5. Use the allocated PPA time to assess pupil performance, maintain assessment records and plan lessons that have clear teaching aims, objectives and structured subject matter that meets the needs of both pupils and the curriculum.
6. Plan for progression across the age and ability range taught, designing effective learning sequences within lessons and across series of lessons to aid development.
7. Set clear targets that are both realistic, measurable and build upon prior knowledge or attainment, in order to bring about sustained progress and learning outcomes.
8. Have a good working knowledge of a range of teaching and learning strategies that are appropriate for a range of contexts and will allow all children to fulfill their educational potential.
9. Use an appropriate range of teaching strategies and resources, including e-learning, to meet learners' needs and take practical account of diversity.
10. To maintain good order and discipline in the classroom in accordance with the school's behaviour policy.
11. Employ homework to consolidate and extend learning, where possible identifying other opportunities to extend learning through out of school contexts.

12. Contribute to the identification of pupils with additional educational needs, seeking the appropriate specialist support and advice in order to give positive and targeted support.
13. Implement and keep records on Educational Health and Care plans (EHCs).
14. Develop in pupils a positive attitude towards themselves and others, with a strong sense of respect for other people's property, ideas and beliefs.
15. Understand how children and young people develop and know how to make effective personalised provision for pupils, including those who:
 - a. have additional educational needs
 - b. are academically more able
 - c. have sensory or physical needs

Monitoring, assessment, recording and reporting

1. Be responsible for the processes of identification, assessment, recording and reporting for the allocated group of pupils.
2. Know the assessment requirements and arrangements for the specified subject or curriculum areas, including those related to public examinations.
3. Compile reports to provide learners and their parents with accurate and constructive feedback on their strengths, weaknesses and areas for development.
4. Have a good understanding of a range of approaches to assessment and how to apply it, including formative assessment techniques.
5. Use a range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and diagnosing need.
6. Use local and national statistical information to evaluate the effectiveness of teaching, monitor the progress of those they teach and raise levels of attainment.
7. Communicate effectively with parents and carers about attainment, objectives, progress and well-being, and encourage their participation in the communication process.
8. Contribute towards the implementation of EHCS, planning and recording the appropriate targets, actions and outcomes.
9. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.

Curricular knowledge and understanding

1. Have a secure knowledge and understanding of the National Curriculum programmes of study, descriptors and specifications for all relevant areas of the curriculum.
2. Have a good knowledge of any other statutory requirements related to pupils' education or welfare, including those provided through the National Strategies.
3. Keep up to date with research and developments in pedagogy and curriculum content.
4. Support the ongoing developments in literacy, numeracy and ICT skills.
5. Take responsibility for areas of curriculum in discussion with colleagues and the Headteacher.

Professional standards and development

1. Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work.
2. Contribute to the development, implementation and evaluation of policies and practice, including those designed to promote equality and opportunity.

3. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children.
4. Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice.
5. Establish effective working relationships with colleagues within school, especially those who have specific responsibilities for learners with specific needs, and from outside agencies.
6. Assist in the maintenance of good discipline in and around the school, and set a good example in personal conduct and appearance.
7. Cover for absent colleagues as is reasonable and in line with present government regulations.
8. Attend meetings within the constraints of directed time.

Health and safety

1. Undertake First Aid training and update courses, as necessary.
2. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues related to health, safety and welfare.

Continuing professional development – personal

1. In conjunction with the headteacher, participate in performance management and improve practice through appropriate professional development and relevant training and development opportunities.
2. Take a creative and constructive response to innovation, coaching and mentoring, and adapt practice where benefits and improvements are identified.
3. Review the effectiveness of teaching practice and the impact of feedback upon the progress of learners.

Pastoral duties

Support, guidance, monitoring and reporting

1. Consider pupils' welfare as paramount, and take action in accordance with the duty of care for pupils.
2. Know the current legal requirements, national policies and guidance on the safeguarding and the promotion of the well-being of children and young people.
3. Know how to identify potential child abuse and follow the relevant safeguarding procedures.
4. Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances.
5. Monitor the social progress of pupils, including progress in PSHCE lessons.
6. Support the progress of pupils through the target setting process as applied to both academic and behavioural progress.

Rewards and sanctions

1. Inform, reinforce and implement the school Behaviour Policy.
2. Clarify to pupils the consequences of breaking the rules and regulations of the school.
3. Collate records of all rewards and incidents of inappropriate behaviour that relate to pupils in their class.
4. Check entries in homework diaries and take appropriate action when necessary, in line with the Homework Policy.
5. Check that correct uniform is worn each day and take action when necessary.

Liaising with others

1. Recognise and respect the contribution that colleagues, parents and carers can make to the development and well-being of children and young people.
2. Encourage parents and carers to participate in discussions about the progress, development and well-being of their children.
3. Consider carefully who is the most appropriate person to help in a specific situation, and determine who should make contact, when and how and in what manner.
4. Be aware of issues that relate to child protection and notify the 'designated person' of any concerns about a child.

General tasks

1. Support and promote the distinctive Christian ethos and character of this Church of England school.
2. Participate in and deliver class or teacher-led collective worship, where required.
3. Attend the relevant collective worship sessions as requested by the headteacher - unless withdrawing on the grounds of conscience or religion.
4. Participate in the formulation and execution of pastoral policies.
5. Organise class participation in school events.
6. To undertake such reasonable activities as the Headteacher and Governors may, from time to time, require.

Administration: (registration, absences, lateness)

1. Mark the register fully and accurately. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy on attendance.
2. Collect absence letters and pass these on to the appropriate colleague for recording and filing.
3. Contribute to the monitoring of pupils' attendance/absence and lateness records.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it is intended to set out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Sources and further reading

Professional Standards for Teachers (core) (Adobe pdf file)

http://www.tda.gov.uk/upload/resources/pdf/s/standards_core.pdf