

JOB DESCRIPTION: CLASS TEACHER

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document and reflects application of the required standards for Qualified Teacher Status.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

Job Purpose:

To carry out the professional duties of a teacher as outlined in the Teachers' Standards 2012, as circumstances may require and in accordance with the school's policies and practice, under the direction of the Head Teacher.

The role includes three core areas:

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to the Senior Leadership Team and to parents and carers, in accordance with the school policy.
- To manage additional adults within the classroom.

Areas of Responsibility and Key Tasks:

a) Planning, Teaching and Class Management

Teach allocated pupils in an enthusiastic and positive way with a rich curriculum, planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge all pupils and ensure high levels of interest
- setting appropriate and demanding high expectations of all pupils
- setting clear targets based on systematic assessment of prior attainment which are regularly reviewed
- identifying SEN and very able pupils; and those with EAL; and positively targeting and supporting individual learning needs within an inclusive classroom environment; participating in the monitoring process, completing paperwork and reporting to parents as required
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- maintaining discipline in accordance with the school's procedures and policies encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- using a variety of teaching methods (including adult intervention, first-hand experience and talk for learning) to:
 - i match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii use effective questioning, listen carefully to all pupils, giving due attention to errors and misconceptions
 - iii select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluating own teaching critically to improve effectiveness
- ensuring the effective and efficient deployment of classroom support to maximise effective learning for all pupils
- taking account of all pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and Mathematics, offering cross-curricular opportunities to consolidate these
- encouraging all pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively
- take responsibility for pastoral care of all pupils in class

b) Monitoring, Assessment, Recording and Reporting

- assess how well learning objectives have been achieved within and at the end of lessons, and use the information to move all pupils' learning forward
- mark and monitor pupils' work regularly to ensure that all pupils' know how to improve
- assess and record pupils' progress systematically and keep working records to check work is understood and completed; monitor strengths and weaknesses to identify required interventions; use afl to inform daily planning; complete the termly tracking updates understanding the attainment level which the pupils are achieving
- undertake assessment of students as requested by school procedures and national policy
- prepare and present informative reports to parents and carers orally in autumn and spring and in written format in the summer term

c) Subject Management

- be an advocate for the subject; and identify clear targets and success criteria for its development in line with changes to the required curriculum which lead to sequential deep learning for the children in all classes
- monitor progress within the subject area, analysing the data, conducting learning walks, and follow the monitoring and evaluation schedule tasks
- be prepared to meet with subject link governor regularly using the scheduled paperwork
- attend Governor Curriculum Committee meetings as required
- maintain current resources to provide for the successful delivery of the subject across school; raise requests to the Head Teacher for new resources (dependent on budget)
- to keep up to date with developments in the subject area in order to support and advise colleagues as necessary enabling best practice in the teaching of the subject (budget restraints may limit this)
- to lead staff meetings as required, especially when the subject is highlighted on the SDP

d) Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- good or excellent subject knowledge of all subjects to enable effective teaching and learning; asking for assistance from subject managers as required
- establish effective working relationships and set a good example through their presentation, personal and professional conduct
- endeavour to give every pupil the opportunity to reach their potential and meet high expectations
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school
- take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- take part in marketing and liaison activities such as Open Evenings, Parent Consultation Evenings, and events with partner schools with adequate notice and due consideration for life-work balance
- contribute to the life of the school through effective participation in key stage and staff meetings, and positive engagement with the Senior Leadership Team to facilitate a coordinated management of the school
- take responsibility for own professional development and duties in relation to school policies and practices with due regard for budget considerations
- liaise effectively with colleagues, parents and governors
- take responsibility for caring for resources and work spaces to ensure that all staff are able to execute their professional duties without undue stress!
- to undertake any other reasonable and relevant duties in accordance with the needs of the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.