

## Maple Tree Primary School Class Teacher Job Description

<b>Salary Scale</b>	M1-M6
<b>Responsible to</b>	The Headteacher
<b>Primary Purpose of Position</b>	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

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo children protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*This job description may be amended at any time, according to the changing priorities of the school as identified within the school's development plan and in consultation with the post holder.*

### **Main Activities**

- 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 Senior staff and to parents and carers, in accordance with school policy.

### **Principle Accountabilities**

- To plan work for the class in accordance with national and school curriculum policies and in co-operation with Subject and Key Stage leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum that meets their needs.
- To assess and evaluate teaching and learning for all pupils, ensuring pupils experience a high quality curriculum which meets their needs.
- To ensure a close match between the learning experiences offered and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.
- To make appropriate educational provision for children with SEND with support from the SENCo and for the most able.

- To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation and discipline.
- To mark and assess work in a constructive and encouraging manner providing quality feedback to move a child's learning on.
- To keep full and detailed assessment and target setting records for all pupils and to use this data to inform future planning.
- To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To ensure the individual needs of the pupils are met through differentiated work, allowing for the highest standards to be achieved by all.
- To attend and participate in staff and team meetings, appraisal and CPD opportunities.
- To promote positive behaviour and support for children's whole development and wellbeing.
- To promote and role model the values we hold at Maple Tree and to support children to develop their self-knowledge, self-esteem and self-confidence.
- To take responsibility for the management of other adults in the classroom.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school directed by the Headteacher.
- To ensure that all children's needs are cared for and that the schools safeguarding procedures are followed.
- To take responsibility for a curriculum subject area as agreed with the Headteacher as detailed below (This does not apply to ECTs):
  - ❖ Promote the teaching of the agreed subject throughout the school, according to the requirements of the National Curriculum and any other new initiatives from the Department for Education.

- ❖ In conjunction with the Headteacher or other Senior staff, be responsible for the implementation and management of the school's policy for the agreed subject area.
- ❖ Review the policy and adapt it as appropriate.
- ❖ Develop a curriculum for the subject suitable to the needs of a Primary school catering for 2-11 year olds.
- ❖ Take responsibility for maintaining and evaluating all material resources
- ❖ To monitor the subject and evaluate the subject across the school
- ❖ Use assessment data to monitor the outcomes of the children
- ❖ Offer support and advice to colleagues through coaching and mentoring.

### **Upper Pay Range Teachers**

Teachers on the Upper Pay Scale can be expected to make a significant, sustained and substantial impact to whole school development in line with the requirement to meet threshold standards set out by the school.

In particular, teachers will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team

<b>Headteacher/Line Manager's signature:</b>
<b>Date:</b>
<b>Postholder's signature:</b>
<b>Date:</b>