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Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL

Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

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## JOB DESCRIPTION

**Job Title:** Class Teacher

**Salary Grade:** Main pay scale 1 - 6

**Accountable to:** Head Teacher

### Post Objective

To carry out professional duties and to have responsibility for an assigned class.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

### Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- Establish a purposeful and safe learning environment that complies with current legal requirements, national policies and guidance on the safeguarding and wellbeing of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
- Make use of the local arrangements concerning the safeguarding of children.
- Identify and use opportunities to personalise and extend learning through out of school contexts where possible making links between in-school learning.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy;
- Use the behaviour management techniques and strategies outlined in the school's behaviour policy.
- Promote learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills.
- Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them

## Teaching and Learning

### *Planning*

- Identifying clear teaching objectives and specifying how they will be taught and assessed.
- Plan and teach challenging, well-organised lessons and sequences of lessons that:
  - are informed by relevant and up-to-date subject, curriculum and pedagogical knowledge;
  - use a range of teaching and learning strategies and resources, including e-learning, adapted to meet learners' needs effectively; and
  - take account of the prior learning and attainment of those they teach and underpin sustained progress and effective transitions.
- Plan, set and assess homework and other out-of-class assignments to sustain learners' progress and to extend and consolidate their learning.
- Identify and provide opportunities for learners to develop literacy, numeracy, ICT, thinking and learning skills appropriate within their phase and context.

### *Subject Knowledge*

- Have a secure knowledge and understanding of the curriculum appropriate to the phase being taught. Explore cross-curricular links and keep up to date with relevant initiatives across the age and ability range they teach.
- Know how to use skills in literacy, numeracy and ICT to support their teaching and wider professional activities.

### *Management of Pupil Learning*

- Have a good, up to date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise the learning experience to provide opportunities for all learners achieve their potential.
- Identify SEN or very able pupils.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Make effective use of assessment and ensure coverage of programmes of study.
- Ensure effective teaching and best use of available time.
- Monitor and intervene to ensure sound learning and discipline.
- Use a variety of teaching methods 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 pupils, give attention to errors and misconceptions

iii. select appropriate learning resources and develop study skills through library, ICT and other resources;

- Have a creative and constructively critical approach towards innovation; being prepared to adapt their practice where benefits and improvements are identified.
- Act upon advice and feedback and be open to coaching and mentoring.

*Professional Standards*

To maintain an up to date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work.

- To contribute to the development, implementation and evaluation of policies and practice, including those designed to promote equality and opportunity, and those policies that relate to Health and Safety.
- To 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.
- To work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice.
- To establish effective working relationships with outside agencies and colleagues within school, especially those who have specific responsibilities for learners with specific needs.
- To set a good example in personal conduct and appearance.
- To participate in CPD and staff meetings as required.
- In conjunction with their team leader, to evaluate performance and improve practice through appropriate professional development and relevant training and development opportunities.
- To take a creative and constructive response to innovation, coaching and mentoring, and adapt practice where benefits and improvements are identified.
- To review the effectiveness of teaching practice and the impact of feedback upon the progress of learners.
- To contribute to the professional development of colleagues.

**This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by the Head teacher; however the responsibility level should not exceed those outlined above.**

**Postholder's name** .....

**Signature** ..... **Date** .....