



Tutshill C of E  
Primary School

# FOREST EDGE FEDERATION



Woolaston  
Primary School

## JOB DESCRIPTION

**POST:** Class Teacher (Teacher Point: M2-M4)

**SCHOOL:** Tutshill C of E Primary School

**RESPONSIBLE TO:** Deputy Headteacher / Executive Headteacher

### JOB PURPOSE:

- To carry out the duties of a teacher as set out in the School Teachers Pay and Conditions Document.
- To teach children in a designated class, a varied and appropriate curriculum which meets the requirements of the National Curriculum
- To support the ethos and aims of Tutshill Church of England Primary School, working towards the school's vision.

### MAIN DUTIES & RESPONSIBILITIES:

#### WORKING PRACTICE Knowledge, Classroom Performance, Quality of Teaching

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject and address misunderstandings
- impart knowledge and develop understanding through effective use of lesson time
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- plan, monitor and evaluate effective and differentiated programs of work.
- plan and mark differentiated homework.
- Assess, record and report on children's development, progress and attainment, setting, with children, clear targets which build on prior attainment.
- Identify able pupils and those with special educational needs, working with both the SENCO and parents to give effective and targeted support where needed.
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Ensure there are opportunities to contribute to pupil's spiritual, moral, social, emotional and cultural development throughout the curriculum.

## **PROFESSIONAL OUTCOMES AND ACHIEVEMENTS**

- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- be accountable for pupils' attainment, progress and outcomes
- use the schools tracking system to analyse and interrogate children's progress
- attend data meetings and pupil progress meeting to discuss and demonstrate understanding of children and their progress
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these  
guide pupils to reflect on the progress they have made and their emerging needs
- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback. This will be done in line with the schools Marking and Feedback Policy.

## **PROFESSIONAL RELATIONSHIPS Environment and Ethos**

- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- communicate effectively with parents with regard to pupils' achievements and well-being.
- teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- undertake an equal share of playground duties and rota duties for school activities.
- organise visits with your class to enhance the curriculum, which must be done in consultation with Education Visits Co-ordinator.
- Attend weekly staff meetings and organised Key Stage meetings
- Maintain a well-organised, safe and tidy learning environment and provide a high standard of display both in the classroom and around the school.

## **PROFESSIONAL DEVELOPMENT**

- take responsibility for your own professional development, keeping up to date with current research and development, and meeting identified targets relating to School Development Plan.
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching and curriculum areas, and promote the value of scholarship
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early Mathematics, demonstrate a clear understanding of appropriate teaching strategies.
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- teachers must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

**PROFESSIONAL CONDUCT**

- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- make a positive contribution to the wider life and ethos of the school
- teachers must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

This job description and the allocation of specific responsibilities may be amended from time to time, in negotiation with the postholder. It will be reviewed on an annual basis.

Signed ..... (Postholder) Date .....

Signed ..... (Headteacher) Date.....