

MONKSHOUSE PRIMARY ACADEMY

MONKSHOUSE
PRIMARY ACADEMY

CLASS TEACHER JOB DESCRIPTION



UNIVERSITY OF
LINCOLN

Post Held : Class Teacher (Main scale)

Responsible to : Academy Lead

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document, The Teachers Standards and the provisions of that document will apply to the post holder.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Principal and the Vice Principal who will be mindful of their duty to ensure that the post holder has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi - annually and any changes will be subject to consultation. The academy's Grievance Procedure will be used to resolve any dispute arising out of the job description.

Responsibilities

To carry out the professional duties of a teacher of Foundation Stage, Key Stage One or Key Stage Two through:

Knowledge and Understanding

- Have a detailed knowledge of relevant aspects of the National Curriculum and/or Early Years Foundation Stage Curriculum
- Understand progression and expected progress and attainment of pupils across and through the EYFS and NC
- Answer securely subject-related questions raised by pupils, and know how to address common misconceptions and mistakes

Planning and Expectations

- Identify and record clear teaching and learning objectives, lesson content, lesson structures and sequences appropriate to the subject matter and the pupils being taught for progression
- Set appropriate and demanding expectations for pupils' learning and motivation
- Set clear targets for pupils based upon prior attainment and on- going assessment
- Identify pupils who have SEND and locate support to provide positive and targeted support. Implement and keep records relating to IEPs linking to day-to-day learning and specific support where required.

Continued/...

Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups and individuals so that learning objectives are met
- Use teaching and learning methods which keep pupils motivated, maintain pace during lessons, stimulate curiosity and offer appropriate challenge
- Employ effective questioning techniques for ongoing assessment for learning
- Set and model high expectations for pupil behaviour; establish and maintain a good standard of discipline through well-focused teaching and learning opportunities through positive and productive relationships
- Liaise effectively with Teaching Assistants making the expectations for the pupils learning clear; maintain useful and succinct forms of communication with all adults working in the classroom

Assessment

- Assess the success of learning objectives and use this assessment to inform future teaching and learning
- Mark and review pupils' work keeping marking up-to-date and provide constructive oral and written feedback and setting future targets as appropriate giving responding to marking a high profile
- Analyse class data at academy agreed points through the year in consultation with the Senior Leadership Team

Pupil Achievement

- Secure attainment and progress towards a variety of pupil targets
- Be prepared to discuss attainment and progress towards pupil targets with the Senior Leadership Team

Liaison with Parents and the Wider Community

- Know how to prepare and present informative reports to parents, orally and written
- Recognise that learning takes place outside the academy context and provide opportunities to develop pupils' understanding (for example through the setting of homework tasks)
- Understand the need to liaise with outside agencies, usually via the Principal, Vice Principal or SENDCO

Managing Resources

- Select carefully and make good use of a range of resources, including IT, which enable learning objectives to be met
- Maintain a tidy, attractive and stimulating learning environment for pupils with appropriate use of display, working walls and displays celebrating pupil's success and talents
- Ensure that the environment remains safe for use by pupils and other adults and report any health and safety issues immediately to the Site manager.

Continued/...

Continuing Professional Development

- Take responsibility for personal professional development, keeping up to date with research and development in pedagogy and curriculum as delivered through INSET and through personal enquiry
- Undertake necessary CPD identified in the ADP.
- Maintain a professional portfolio of evidence to support the Performance Management process for review periods in the year and ongoing evidence
- Effectively manage own time when dealing with the wide range of day to day and long term demands of the post

These responsibilities have been detailed following reference to the Professional Standards for Teacher Document (September 2016) and should be read in conjunction with this framework.

Specific Role

Teacher of -

Subject Leader for -

I agree to undertake these and any other duties which may be reasonably expected within the nationally agreed conditions of service for teachers.

Signed _____

Date _____

Signed _____

Date _____