



Class Teacher Job Description

Main Responsibilities:

Planning and Assessment:

1. To plan an exciting and varied curriculum and ensure that **all** pupils including those with identified needs (e.g. Pupil Premium, SEN) are planned for effectively and make equal progress or accelerated progress to their peers.
2. To ensure appropriate challenge for pupils in all areas but particularly in the core subjects and that there are equal opportunities and access for all children to a broad and balanced curriculum using the Early Years Foundation Stage Profile or National Curriculum breadth of study. To set, write and share appropriate IEP/IDP targets for those children who require them.
3. To ensure planning is shared with the SLT and other teachers or support staff as appropriate, to ensure continuity takes place for pupils in the class and across the appropriate year group and Key Stage.
4. To implement the school's agreed assessment procedures. To utilise the school assessment system to record and monitor individual pupil's progress. To use responsive teaching to plan the next steps for pupil learning in reading, writing and mathematics.

Classroom Management:

1. To plan and organise a stimulating and productive environment where resources and materials can be accessed appropriately by all pupils. Children develop their core skills, school values and school ethos.
2. To maintain positive behaviour patterns based on praise, rewarding good behaviour and managing poor behaviour in accordance with the school's behaviour policy.
3. To have high expectations which inspire, motivate and challenge pupils.
4. To have equal opportunities for all levels of achievement.

Duties (In addition and including duties set out in current School Teacher's Pay & Conditions Document)

1. To support school initiatives as identified in the School Improvement Plan.
2. To set and agree targets based on prior attainment, for pupils' learning.
3. To be accountable to the SLT for progress against agreed targets.
4. Keep appropriate and efficient records, integrating formative and summative assessment into termly and weekly planning.
5. Report to parents on the development, progress and attainment of pupils as requested by the SLT.
6. Participate in meetings and CPD that relate to the school's management, development, curriculum, administration or organisation.
7. To be a member of a core area team within the school in order to meet school priorities.
8. Communicate and co-operate with colleagues in school, the cluster and specialists from external agencies.
9. Lead, organise, communicate and direct learning support staff within the classroom to impact upon pupil learning.

10. Participate in the performance management system for the appraisal of their performance or that of other teachers and support staff.
11. To implement all policy documentation including Health and Safety, Equality and Diversity and Safeguarding.
12. To deliver the ethos, aims and values of Haylands Primary School.

Learning & Teaching:

1. To provide High Quality Inclusive Teaching (HQIT) and learning experiences for all pupils using the Haylands Primary School Teaching and Learning policy.
2. To promote good progress and outcomes by pupils.
3. Set high expectations which inspire, motivate and challenge pupils.
4. Promote good progress and outcomes by pupils.
5. Demonstrate good subject and curriculum knowledge
6. Plan and teach well-structured lessons
7. Adapt teaching to respond to the strengths and needs of all pupils.
8. Make accurate and productive use of assessment.
9. Manage behaviour effectively to ensure a good and safe learning environment.
10. Fulfil wider professional responsibilities.

Curriculum Knowledge:

1. To support colleagues where possible in areas of relevant expertise through degree knowledge and further training.
2. To keep up to date with subject knowledge and share knowledge and skills with colleagues as appropriate.

Pastoral Role:

1. To provide emotional and pastoral support for all the children in the class and to be aware of health and safety in the classroom and school. Be familiar with all necessary risk assessments as appropriate and be particularly aware of H&S implications in areas such as PE, Science and DT.
2. To be the main point of contact for parents/carers ensuring clear communication between home and school (e.g. with academic progress, behaviour etc.).

Additional:

1. To support, where possible, additional extra-curricular school activities as appropriate, such as PTA events, after-school clubs and school visits.
2. To provide enrichment activities as appropriate, including the production and dissemination of risk assessments for activities as appropriate.
3. To ensure that all curriculum events, trips, courses etc are entered into the SIMS diary well in advance, including the production and dissemination of risk assessments for activities as appropriate using the EVOLVE system.
4. To ensure supply cover is booked when required.
5. To participate in a duty rota for break times and collective worship.

Signed.....

Signed.....

Date.....

May 21