

St James' CEVA Primary School

Job Description: Class Teacher

All teachers are subject to the School Teachers' Pay and Conditions Document, which is available from the School Office. **This job description will be agreed with the post holder upon the commencement of their employment** and will be reviewed on an annual basis. The post holder will be responsible to the Head Teacher.

The post holder will work in partnership with the whole school family to secure the very best learning opportunities for all the children in their class. Essential to the role is an active support of and commitment to the school's Mission Statement and Ethos.

In addition to the duties listed, you may be asked to carry out additional duties deemed reasonable by the Head Teacher. This will include leading & co-ordinating an aspect of the curriculum/school development plan, to be agreed upon appointment.

All staff are expected to safeguard the well-being of all children to the very highest standards of duty and care.

Knowledge and Understanding:

The post holder will demonstrate in their professional practice knowledge and understanding of:

- relevant aspects of the pupils' National Curriculum, Primary Strategies, other statutory requirements and other non-statutory guidance, including EYFS
- progression throughout the phase in which the post holder works, eg Early Years into and across Key Stage 1; Key Stage 1 into Key Stage 2 etc
- how to address questions which pupils raise and know about pupils' common misconceptions and mistakes.

Planning and Setting Expectations:

The post holder will:

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation and set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Education Plans (IEPs), where necessary.
- Identify specific gifts and talents and provide appropriate levels of support

Teaching and Managing Pupils Learning

The post holder will:

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.

- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Assessment and Evaluation:

Working with the support of the assessment co-ordinator, the post holder will:

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.
- When applicable, understand the demands expected of pupils in relation to the National Curriculum
- Use effective strategies for a range of assessment purposes, including AfL, and other summative/formative assessment approaches
- Provide data within stated timescales to support pupil tracking, and use this information to plan next steps for learning, in order to ensure good progression for all learners
- Actively participate in moderation sessions, in/across school/phase and externally

Pupil Achievement:

The post-holder will work with colleagues to:

- Secure progress towards pupil targets
- Participate in pupil progress meetings to identify next steps for learning and achievement.

Relationships with parents and the wider community:

The post holder will:

- Know how to prepare and present informative reports to parents.
- Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with agencies responsible for pupils' welfare.

Managing own performance and development:

The post holder will

- Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in pedagogy
- Understand their professional responsibilities in relation to school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.

Managing and developing staff and other adults

The post holder will work in partnership with all colleagues to:

- Establish effective working relationships with professional colleagues
- Establish constructive working relationships, adhering to our Staff Code of Conduct

- Act as line manager for the Class Teaching Assistant

Managing Resources:

The post holder will:

- Select and make good use of learning resources which enable teaching objectives to be met, including ICT and other specialist resources.
- Manage a class budget effectively, meeting the specific needs of the class (to be agreed on an annual basis
- Inform the Head Teacher when specific resource requirements are identified