



Orleans Primary School

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Headteacher: Phoebe du Parcq

Orleans Primary School Class Teacher Job Description

Salary and Grade: MPS in line with the current Teacher's Pay and Conditions Document

Responsible to: The Head teacher and Governors of Orleans Primary School and relevant members of the Senior Leadership Team

Supervisory responsibility: The post holder is responsible for the deployment and supervision of the work of teaching assistants and Learning Support Assistants relevant to their responsibilities.

Main Purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible for teaching in the year groups as directed by the Head teacher.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position and as set out in the Orleans Primary School Professional Code of Conduct.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors and other staff and external agencies in the best interests of pupils.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current Teachers Pay and Conditions Document and Teachers Standards.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school following the school's policy and procedures at all times.
- Adhere to the School Code of Conduct and Acceptable Usage Policy at all times.

Duties and Responsibilities:

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Condition Documents. Teachers should also have due regard to the Teachers Standards. Teachers performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in school.

Teaching:

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of the pupils you teach.



- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how people learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; SEND and able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate a strong understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your subject specialism)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging precise learning objectives pupils of all backgrounds, abilities and dispositions, monitoring learner's progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate and constructive feedback and marking in line with policy. Encourage pupils to respond to the feedback you give them, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangement for examinations and assessment within the remit of the School Teachers Pay and Conditions Document.

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate to pupils needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out risk assessments as required by the Head teacher and to abide by the Health and Safety policy of the school.
- Carry out playground and other duties as directed and within the remit of the current School Teachers Pay and Conditions Document.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Team Working and Collaboration:

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation or the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

- Contribute to the selection and professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the School Teachers Pay and Condition Document.

Fulfil Wider Responsibilities:

- Work collaboratively with other to develop effective professional relationships.
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and cooperate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Administration:

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the school teachers pay and conditions document.
- Marking to be carried out in accordance with the school marking policy.
- Progress reports to be prepared and issued as per school policy.

Professional Development:

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupil progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with the Appraisal Regulations.

Other:

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Head teacher.

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.