



Class teacher

JOB DESCRIPTION 2021

Post: Classroom Teacher

Responsible to: Head Teacher

Grade: MPR

Purpose:

To ensure a collaborative approach to the leadership and teaching within Trinity CEVAP enabling continued school development and improvement and the fulfilment of our Christian Mission and whole school aims.

Trinity CEVAP is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Duties include but are not limited to:

To carry out the duties of the Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions. In particular:

- To implement, develop and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.
- To facilitate, support and monitor the overall progress and development children in your class.
- To foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential, nurturing each child's individual qualities.
- To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's strong, pastoral role and the school's responsibility for safeguarding children.

Responsible For:

- Teaching and pastoral care of a class.
- Co-operation and liaison with other professionals, including fellow staff and colleagues from external agencies (for example, specialist teachers from the LEA support services, health professionals and social workers).
- Collaboration with and direction and supervision of teaching assistants as appropriate.

Teaching Responsibilities:

- To plan, prepare and teach pupils in their assigned group according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and keep such records as are required by the school's systems.
- To ensure a high quality learning experience for all pupils, recognising the wide variety of learning styles.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour in class and throughout the school and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's behaviour policy.
- To organise, plan and maintain in good order the resources of the school and the teaching areas allocated to you.
- To work with colleagues as part of a team to ensure that work within the whole school is well planned and coordinated.
- To provide weekly and mid-term plans ensuring that resources are available when required.
- To liaise and consult with children and parents, fostering home school links and also to work with governors and advisors in a positive and constructive way.
- To be available as required for parental consultation evenings and to participate in staff meetings and CPD, following school routines and agreed internal policies.
- To supervise children at playtimes as required.
- To help identify children with special educational needs, to develop and to review termly with parents any IEPs/ IBP's for children in your class.
- To implement, maintain and monitor the curriculum as defined by the school and its policies.

Other responsibilities: (subject leadership)

- To maintain an attractive school environment by display and resource management.
- To be responsible for the co-ordination of areas of the school curriculum, including ensuring a relevant and appropriate curriculum policy is reviewed, according to the school's schedule.
- To assist in the collation and analysis of information relating to the standards achieved in the curriculum area.
- To audit resources in the curriculum area.
- To secure and allocate the resources necessary to deliver the curriculum areas within an allocated budget.
- To advise and support other members of staff on the content and delivery of the curriculum areas in line with school policies.
- To identify and secure provision of appropriate in-service professional development in

relation to the curriculum area, with the support of the Head Teacher.

- To contribute to the formulation and evaluation of the school's assessment practice in relation to all areas of the curriculum, especially that for which lead responsibility is held.

Wider school responsibilities

- To communicate effectively with parents of pupils and with persons or bodies outside the school who are concerned with the welfare of students, participating in meetings arranged for the academic, personal or social needs of pupils, after consultation with appropriate staff.
- To contribute to the personal, social, health, citizenship and enterprise education of pupils according to school policy.
- To work as a member of a team and contribute positively to effective working relationships within the school.
- To actively engage in performance management.
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate.
- To play a full part in the life of the school community, and support its ethos and Christian teachings and foundation.
- To follow and actively promote the school's policies.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development.

Appraisal of Performance:

All staff will be involved in Appraisals on an annual basis. Targets may include:

- Teaching and learning over time.
- Numeric achievement and progress of children.
- Classroom management.
- SDP subject action plan.
- Personal professional development.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document 2014, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Conditions of employment, professional responsibilities of teachers'. This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

