JOB DESCRIPTION – CLASS TEACHER

School: Ruislip Gardens Primary School
Salary / grade: MPS
Responsible to: Headteacher and Senior Leadership Team

Job Purpose:

A class teacher at Ruislip Gardens Primary will secure and maintain high quality learning and teaching in order that pupils are able to make progress and achieve to their potential as successful, resilient and independent learners.
A class teacher will support the vision and values of the school.

Safeguarding:
Ruislip Gardens is committed to safe-guarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

KEY AREAS OF IMPACT

The following key areas of impact are to be conducted in addition to those of the subject teacher.

Strategic Direction:

- Establish and uphold the vision and values of the school through the full implementation of policies;
- Implement school policy and procedure reflecting the school's commitment to high achievement, ensuring each pupil is treated as an individual and able to develop as successful learners;
- Contribute to the development of learning to learn and assessment for learning;
- Support the Key Stage team and Subject Leaders as required and directed in implementing the school development plan and to assist in evaluating the impact of the plan on teaching and learning.

Teaching and Learning

- Establish and maintain an environment which promotes effective learning and provides an appropriate level of challenge for able students;
- Liaise with colleagues to ensure the National Curriculum programmes of study and attainment targets are translated into meaningful learning activities and are statutorily delivered as part of the Creative Curriculum;
- Develop a quality learning environment where the emphasis is on the recognition of positive achievements and where pupils and staff work co-operatively and collaboratively on purposeful tasks;
- Work in a team, planning and delivering a curriculum which is matched to the needs of the pupils in the school;
- Plan and deliver lessons in accordance with the agreed scheme of work / Key Stage specification, taking account of the specific learning needs of pupils within the class;
- Make and develop quality relationships with pupils, staff and parents;

- Liaise with colleagues to provide learning experiences which cater for the social, emotional, physical and intellectual needs of individual children;
- Liaise with Inclusion staff and support staff to develop learning opportunities to match the needs of the students;
- Develop the assessment of pupil's levels of achievement using the school's assessment policy;
- Plan homework or other out-of-class work to sustain individual learners' progress and to extend and consolidate learning through the marking of this work where appropriate;
- Actively promote personalised learning and assessment for learning opportunities for the benefit of the pupils;
- Analyse a range of relevant performance data for pupils in their class and use this to plan future learning and inform target setting;
- Follow subject and school procedures for the assessment, recording and reporting of pupil attainment and progress including attendance at parents' evenings;
- Provide timely and relevant information enabling each pupil to understand their current levels of attainment and the action they must take to achieve to their potential, including report writing;
- Actively promote the development of effective links internally and between partner schools and the wider community (locally, nationally and internationally);
- Monitor attendance and behaviour of pupils in their class in accordance with school policy taking appropriate action including contacting parents;
- Take responsibility for a class of mixed ability pupils in the primary years;
- Undertake the teaching of classes/groups as may reasonably be required by the Headteacher and/or Governors.

Quality Assurance:

- Actively participate in appraisal and professional development;
- Participate, at the request of the Headteacher of SLT, in the school's monitoring, evaluation and review procedures including evaluation against quality standards and performance criteria;
- Evaluate the impact of their teaching on the progress of all learners and modify their planning and classroom practice where necessary.

Resource Management:

- Follow school procedures in the allocation and use of resources to support effective learning and teaching.

KNOWLEDGE AND SKILLS

Class teachers should demonstrate knowledge and understanding of:

- Professional Standards required of all teachers in England;
- School policies and procedures;
- Secure knowledge of subjects/curriculum areas and related pedagogy across the full age range;
- Relevant statutory and non-statutory curricula and frameworks for identified subjects/curriculum areas;
- Schemes of work for subject(s) taught;
- Principles and practices in relation to managing learning and teaching, including behaviour;

- The appropriate application of ICT, literacy and numeracy to support teaching and wider professional activities;
- Health and safety issues as they relate to their particular subject area(s).

Additional Duties

- Play a full part in the life of the school community, support the school ethos and encourage pupils to follow this example;
- Actively promote school policies;;
- Alert the Headteacher in the event of any suspected Child Protection issues that may be affecting a learner;
- Reflect on and improve professional practice and take responsibility for identifying and meeting development needs;
- Participate in the school's professional development framework through involvement in staff meetings, in-service training, offering curriculum and professional support to colleagues, home/school partnerships, visits to other schools, organising workshops, etc…., as appropriate;
- Undertake any other duty as specified by school teachers pay and conditions of service not mentioned in the above.

Additional Notes

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

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

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Governors or the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.