



## CLASSROOM TEACHER JOB DESCRIPTION

*These duties should be read in conjunction with the Teachers' Pay and Conditions Document (last updated in September 2023) and the National Standards for Teachers.*

### Professional Attributes

- High expectations of pupils, including a commitment to ensuring that they can achieve their full educational potential.
- Establish fair, respectful, trusting, supportive and constructive relationships with pupils.
- Hold positive values and attitudes.
- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which they work, and contribute to the development, implementation and evaluation of the policies and practice of their workplace, including those designed to promote equality of opportunity.
- Communicate effectively with pupils and colleagues.
- Communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being.
- Recognise and respect the contributions that colleagues, parents and carers can make to development and well-being of pupils, and to raising their levels of attainment.
- Have a commitment to collaborative and co-operative working in teams and as a whole staff.
- To set and endeavour to achieve high standards in classroom management and curriculum delivery leading to effective teaching and learning.
- To hold positive values and attitudes, adopt standards of behaviour in their professional role and play a positive role in decision making processes for the school.
- To support the Governors, Headteacher and Senior Leadership Team in all areas of school policy and practice.
- To participate in appraisal procedures.
- To evaluate their performance and be committed to improving their practice through professional development including reading relevant research, engaging with CPD and seeking out best current practice.
- To have a creative and constructive approach towards innovation being prepared to adapt their practice where benefits and improvements are identified.
- To participate in staff meetings and contribute to the development of the school's educational aims, objectives and policies.
- To uphold school policies.
- To be aware of and sensitive to the pupil's needs and to inform other staff of these circumstances where appropriate, e.g. draw on expertise of colleagues such as those with responsibility for safeguarding pupils and refer to sources of information, advice and support from external agencies.
- To take note of and use where appropriate and directed current teaching and learning strategies.
- To maintain, update and extend personal knowledge of the curriculum.

## **Professional Knowledge**

- To share in the responsibility for the education, welfare and discipline of all pupils.
- To encourage all pupils to learn to the best of their ability and to encourage them continually to improve upon their current standard of work to reach their potential and raise levels of attainment.

## **Professional Skills**

- In accordance with the National Curriculum, plan and teach challenging, engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment.
- To know how to use skills in English, maths and ICT to support teaching.
- To have a good, up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies and know how to use and adapt them, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- To uphold high standards in discipline and show consistency in dealing with children's behaviour whilst understanding the needs of individuals. To be responsible for the discipline and safety of all pupils.
- To set, monitor and assess pupil's work.
- To assess, record and report on the development, progress and attainment of pupils and use this where appropriate to aid target setting.
- To know a range of approaches to assessment, including the importance of formative assessment.
- To provide written reports to parents at least once per year and to be available to discuss the concerns of parents.
- To provide oral and written assessments and references for individual pupils.
- To advise and co-operate with the Headteacher and other teachers on the preparation of courses of study, teaching materials etc.
- To create a well organised and stimulating environment in which children develop academically, emotionally, physically and socially.
- To be responsible for resources used, ensuring that pupils have the materials required to complete a task and that the materials are properly used and carefully and safely stored.
- To communicate with colleagues about any areas of concern and bring them to the attention of a member of the Senior Leadership Team or the Headteacher.
- To Implement Health and Safety procedures.
- To keep, as required by the SENDCO, such records and work plans for pupils in your class or group deemed to have Special Educational Needs and to liaise with outside agencies as and when required.
- To liaise closely with other members of staff regarding pupils' progress and transfer within the school and to other schools.

- On a timetable established termly, take responsibility for playground duties, assemblies and other rotas as agreed.
- Attend Parent Evenings and Open Evenings.
- Provide the Headteacher, the SLT and subject leaders with such lesson plans, medium term plans and long term plans as may be required.
- Provide the Headteacher with the information required for returns or reports.
- To be available in the class before the children arrive and after the class has been dismissed.
- To ensure pupils' work is displayed in the classroom and around the school in designated areas.