

Winyates Primary School
CLASS TEACHER JOB DESCRIPTION

Reports to: Executive Headteacher/Head of School

Teaching

In accordance with the school's policies and under the direction of the Executive Headteacher/Head of School:

- To plan and prepare units of work, based upon accurate and daily assessment of children's work, informing them of the next steps in their personalised learning journey.
- To teach, according to their educational needs, the pupils in classes across the school, including the daily setting and marking of work to be carried out by the pupil in school and elsewhere.
- To promote the intellectual, physical and personal development of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters.
- To incorporate the elements of Building Learning Power within teaching and learning activities to enable children to become effective and active learners.

Assessment, Recording and Reporting:

- To assess, record and report on the development, progress and attainment of the pupils in the class you teach.
- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class.
- To use data accurately to inform your classroom provision, including interventions and guided adult support during lessons.

Performance Management:

- To actively participate in arrangements for management of your own performance and that of other teachers.

Continuing Professional Development:

- To keep under review your methods of teaching and units of work; and participate in arrangements for your further training and professional development as a teacher.
- To participate fully in the coaching process to identify areas for development within your own practice and identify actions to undertake that will enhance your teaching.

Curriculum Development:

- To advise and co-operate with the Executive Headteacher/Head of School and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements.
- To support the subject leadership of specialist subject areas.

Discipline, health and safety:

- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings:

- To actively participate in staff meetings, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Administration:

- To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils.
- To manage or supervise anyone providing support in your class.

- To monitor use of resources and make recommendations on purchasing to the subject leader and senior management team.
- To take responsibility for reporting safeguarding concerns promptly and appropriately, following the school system.

General Professional Duties:

- To carry out particular duties as may reasonably be assigned to you by the Executive Headteacher/Head of School.
- To contribute to the overall life and work of the school.
- To take responsibility in and around school to support the day-to-day running of the school.