



Class Teacher & TLR Job Description

Name of post holder:	
Job description effective from:	

Main Responsibilities:

1. To carry out the professional duties of a primary school teacher (as defined in the School Teachers' Pay and Conditions document) ensuring the education and welfare of a class/group of pupils having due regard to the school's aims, values and curriculum.
2. To share in the corporate responsibility for the well-being and discipline of all pupils.
3. To promote good relationships with all key stakeholders – children, colleagues, parents/carers, governors and the community.

Equality & Diversity:

We are committed to equality and diversity in all aspects of employment and all employees are expected to understand and promote equality and diversity in the course of all aspects of their work.

General Duties & Responsibilities:

Teachers will ensure effective teaching of their class/group by:

1. Planning and preparing work assigned to you, including PPA cover when and where appropriate;
2. Planning and preparing high quality learning experiences, including identifying clear learning objectives;
3. Providing clear structures for lessons and, using a variety of teaching strategies, maintain pace, motivation and creativity for all pupils;
4. Ensuring that all children enjoy equal access to an appropriate and exciting curriculum which enables them to achieve to their very best;
5. Setting differentiated tasks which ensure high levels of interest and challenge all pupils;
6. Assessing how well learning objectives have been achieved and using assessment to plan for the next steps of learning;
7. Marking and monitoring pupils' work and setting challenging learning targets;
8. Assessing, recording and reporting systematically on the development progress and attainment achieved by those pupils assigned to you;

9. Identifying SEN and very able pupils and meeting their needs with appropriate intervention and teaching strategies;
10. Developing and maintaining an appropriate, exciting and organised classroom environment;
11. Maintaining good order, discipline and the well-being of your own pupils and to share in the corporate responsibility for all pupils, whether on the school premises or authorised activities elsewhere;
 - Managing learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
 - Using a range of behaviour management techniques and strategies, adapting them as necessary to promote the self-control and independence of learners.
 - Promoting learners' self-control, independence and cooperation through developing their social, emotional and behavioural skills
12. Having a commitment to collaboration and co-operative working, where appropriate.
13. Managing teaching assistants and volunteers effectively and appropriately in the classroom;
14. Evaluating their own teaching critically to improve effectiveness; improving practice through appropriate professional development;
15. Having a creative and constructively critical approach towards innovation; being prepared to adapt practice where benefits and improvements are identified;
16. Ensuring effective partnership with staff supporting within and/or outside the classroom;
17. Contributing to the development of teaching and learning materials e.g. schemes and units of work;
18. Preparing and writing accurate and informative end of year reports to parents;
19. Attending parents' evenings, other meetings (e.g. SEN meetings) or school functions and

Other Duties:

20. Undertake any other duties that can be accommodated with the grading level and nature of this post events as necessary.

Other Professional Requirements:

Teachers are expected to:

1. Be familiar with Teachers' Standards and legal liabilities e.g. equal opportunities, race equality, safeguarding/child protection procedures;
2. Operate at all times within the stated policies and practices of the school;
3. Establish effective working relationships and set a good example through their presentation and personal and professional conduct;

4. Contribute to the life of the school through effective participation in meetings and management systems; e.g. playground duty, assembly, etc.
5. Take an active and positive role in their own performance management;
6. Participate in appropriate INSET/professional development;
7. To communicate effectively with parents/carers, governors and external agencies;
8. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Specific Responsibilities - for the right candidate

TLR Subject Maths

Duties and responsibilities

In addition carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2b for Maths.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to maths
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self evaluation process for Maths including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Promote cross curricular approaches to teaching and learning in Maths/computing
- Be a proactive and effective member of the middle leadership team

Teaching and learning responsibility

- Lead a core subject – Maths across the whole school
- Have overall responsibility and accountability for Maths
- Lead regular meetings relevant to Maths with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to all

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across maths
- Monitor standards including recorded work as relevant to Maths across the school including reviewing long and medium term planning
- Provide written reports and/or verbal feedback to Governors when requested

Manage resources

- Be responsible for the organisation, planning and evaluation of the Maths school programmes
- Manage, monitor and accurately account for the Maths budget
- Evaluate, organise and monitor the use of resources

If applicable

SPECIAL CONDITIONS UPR

A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.

The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

LINE MANAGEMENT – Responsibility to and for: a)

Responsible to the Headteacher

b) Responsible for the supervision of support staff/persons within/outside the classroom

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Teachers' Pay and Conditions Document and subsequent orders in terms of duties and working time, also any local agreements, Local Authority circulars and guidelines giving interpretations of teachers' conditions of service.

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the job holder. It will be signed if agreement has been reached.

Complaints

If, following review and amendment agreement is not reached, the appropriate procedure should be used for the settling of any disputes.

Job Description issued by _____
(after consultation) (Signature of Headteacher)

Copy received by _____
(Signature of Teacher)

Date _____