 ICKNIELD INFANT & NURSERY SCHOOL 

 **JOB DESCRIPTION**

Post Title: Class Teacher MPS 1 2 3 4 5 6

Responsible to: Head Teacher

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers’ Pay and Conditions Document and the current Teachers’ Standards.

Area of Responsibility and Key Tasks

a) Planning, Teaching and Class Management

To teach allocated pupils by planning teaching to achieve progression of learning and the highest standards through:-

* + providing a rich and stimulating learning environment that is safe and well organised.
	+ identifying clear learning objectives and specifying how they will be taught and assessed.
	+ setting learning tasks which challenge pupils and ensure high levels of engagement
	+ setting clear targets, building on prior attainment
	+ identifying SEND or very able pupils
	+ providing clear structures for lessons maintaining pace, motivation and challenge
	+ ensuring effective teaching and learning and best use of available time
	+ monitoring and intervention to ensure sound learning and behaviour
	+ using a variety of teaching methods to:
1. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
2. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
3. select appropriate learning resources and develop study skills through library, computing and other sources
	* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the area of learning
	* evaluating their own teaching critically to improve effectiveness
	* liaising with other teaching staff to promote continuity of teaching material

Additional Standards for Early Years Foundation Stage

 To:-

* take account of pupils’ needs by providing learning opportunities which develop the areas of learning identified in national and local policies and particularly the prime areas of Personal, Social and Emotional Development, Communication and Language and Physical Development
* implement each area of learning through planned, purposeful play, and through a mix of adult-led and child-initiated activities
* respond to each child’s emerging needs and interests, guiding their development through warm, positive interaction
* encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively
* use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
* manage parents and other adults in the classroom

b) Monitoring, Assessment, Recording, Reporting

 To:-

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching and learning.
* make effective use of assessment, both formative and summative, to support planning and personalised learning, ensuring progression in skills and coverage of programmes of study
* mark and monitor pupils’ work and set targets for progress
* assess and record pupils’ progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
* prepare and present informative reports to parents

c) Wider Professional Commitments

 To:-

* commit to promote and safeguard the welfare of pupils at the school
* have a working knowledge of teachers’ professional duties and legal liabilities
* operate at all times within the stated policies and practices of the school
* establish effective working relationships and set a good example through their presentation and personal and professional conduct
* endeavour to give every child the opportunity to reach their potential and meet high expectations
* contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
* take responsibility for their own professional development and duties in relation to school policies and practices
* liaise effectively with parents, governors, volunteers and other members of staff
* lead and manage a curriculum area across the school
* take on any additional responsibilities which might from time to time be determined
* maintain good order and discipline for all pupils in the school and to safeguard their health and safety, both in school and on the playground
* work as part of a team whose members support each other and to assist with cover for another teacher in an emergency
* be punctual at all times, being ready to greet pupils in the morning and returning promptly after breaks

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Post Holder………………………………………………………..Date……………………….

Headteacher……………………………………………………….Date……………………