



## **Job Description: Class Teacher**

This member of staff may be deployed, under the direction of the Head Teacher, to any year group within Uplands Primary School and Nursery and is expected to fulfil the duties stated below.

In line with / in addition to carrying out the duties of a class teacher, as outlined in the latest School Teachers' Pay and Conditions Document, the teacher will be expected to carry out the following, where appropriate:

### **Teaching, learning and assessment**

A teacher must:

Participate fully in class and within the school team

- Teach in a classroom within Uplands Primary School and Nursery, as determined by the Head Teacher
- Ensure a high standard of provision for pupils, working together with the leadership team
- Line manage and performance manage identified staff
- Lead, manage and develop a curriculum area and/or to lead and manage pupil development across the curriculum
- Be an excellent classroom practitioner
- Have an impact on educational progress beyond their assigned pupils
- Actively participate in whole-school self-evaluation and school development planning
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Ensure the smooth running and organisation of your class on a day-to-day basis
- Form an effective partnership with other teachers for a seamless transition when your pupils move into the next year group.

Make accurate and productive use of assessment

- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Monitor and review the curricular provision in your class in terms of:
  - breadth and balance ensuring that the school's curriculum map is being followed
  - review pupil progress through the analysis of data, ensuring information is used for planning and target setting across the school
  - ensuring completion and transfer of records and implementation of all policies
  - differentiation and personalised learning goals for pupils (together with the leadership team).

Fulfil wider professional responsibilities

- Prepare and present displays of pupils' work
- Undertake administrative duties such as letter writing and organisation of class events, including trips
- Participate in activities relating to the wider school community, such as running a club, PTA events, sports days, productions, plays and concerts



- Attend team and staff meetings as required
- Be a mentor to student teachers as part of the role, when required
- Undertake professional duties that may be reasonably assigned by the head teacher
- Assist pupils on arrival and departure from school
- Liaise with and support parents, carers and family members.
- Supervise pupils as they move about the school between sessions
- Supervise children at playtimes
- Interact fully with the Teaching School, supporting its aims and understanding that both Uplands and the Teaching School are intrinsically linked.

## **Personal and professional conduct**

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers are expected to:

- Follow and adhere to the vision, values and ethos of Uplands and the Forest Learning Alliance
- Follow the Code of Conduct as set out by Uplands, as well as in with the Teachers' Standards section and Bracknell Forest Council's document
- Be responsible for ensuring that the school's Safeguarding and Child Protection Policy is adhered to and concerns are raised in accordance with this policy
- Set a good example in terms of dress, punctuality and attendance (including at school events and trips)
- Ensure that policies are translated into practice by the team and that you bring to the attention of the leadership team any policies which may need revisions or amendments
- Take a lead in securing and embedding within your department the pastoral and behavioural support systems present in the school
- Participate in regular team meetings with team members
- Take assemblies where appropriate
- Act as a mentor for new staff and visitors within your key stage
- Liaise with colleagues to identify group and individual training needs and provide support for colleagues within your area of responsibility.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Teachers are expected to:

- read, understand and follow all policies, with particular emphasis on those relating to safeguarding, internet safety and conduct
- maintain confidentiality for pupils (unless contravening a safeguarding rule), staff and other adults within the school community.

## **Administrative tasks:**

Teachers are expected to complete the following administrative tasks:

- Manage, monitor and account for any budget for your curriculum area
- Organise and monitor the use of resources



# **Uplands Primary School and Nursery**

Inspired to Achieve

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- Be responsible for the organisation, planning and evaluation of the school programmes for your subjects
- Be responsible for the organisation of all assessment tasks within your department.