

## Jarvis Brook School Job Description 2022

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| <b>Job title:</b> Class teacher | <b>Salary range:</b> Teachers Pay Scale<br>as advertised |
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| <b>Job Purpose</b>  |
| <p>To carry out the professional duties of a teacher in accordance with the school's policies and under the direction of the Headteacher.</p> <p>To be an effective professional who demonstrates thorough curriculum knowledge; demonstrates the ability to teach and assess effectively, and supports effective student outcomes.</p> <p>To be responsible for the day-to-day work and management of the class and for the safety and welfare of students, during on-site and off-site activities.</p> <p>To promote the aims and objectives of the school and its philosophy of education.</p> <p>The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties in that document.</p> |

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| <b>Main duties and responsibilities</b>   |
| <ul style="list-style-type: none"><li>• Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.</li><li>• Plan and prepare well-sequenced lessons in order to deliver the curriculum, ensuring breadth and balance in all subjects.</li><li>• Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.</li><li>• Maintain good order among students, safeguarding their health and safety.</li><li>• Organise and manage groups or individual students, ensuring all learning needs are met.</li><li>• Encourage children to develop ownership of their learning, develop self-control and independence, concentrate and persevere, and listen attentively.</li><li>• Use effective questioning, using errors and misconceptions as learning points.</li><li>• Use a variety of teaching strategies to enable students to remember what they have learnt.</li><li>• Plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.</li><li>• Evaluate one's own teaching critically to improve its effectiveness.</li><li>• Maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.</li><li>• Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.</li><li>• Mark and monitor children's work and set targets for progress.</li><li>• 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 each child is achieving.</li><li>• Prepare and present reports to parents.</li></ul> |

- Ensure effective use of support staff within the classroom.
- Participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum, creating action plans and supporting other members of staff in that subject.
- Be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- Ensure that school policies are reflected in daily practice.
- Communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- Liaise with outside agencies when appropriate eg. Educational Psychologist.
- Continue professional development, maintaining a portfolio of training undertaken.
- Meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- Support the Headteacher in promoting the ethos of the school.
- Promote the welfare of and safeguarding of children and adhere to relevant policies and procedures.
- Promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.