



St Matthew's C of E Primary School

Class Teacher Job Description



"Let your light shine before others" (Matthew 5:16)

Job Details	Salary: ECT/ MPS	Hours: Full Time
Job Role: Class Teacher	Reporting to: Headteacher	Contract type: 1-year fixed term <i>(initially)</i>

Please note that this is illustrative of the general nature of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Main Purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document
- Meet the expectations set out in the Teachers' Standards
- Uphold our school's inclusive Christian vision and values embraced by the whole school community
- Focus on providing all pupils with an excellent education, based on an inclusive, inspiring curriculum and meaningful learning experiences, which enable every pupil to thrive and succeed
- Support St Matthew's aim to be a fully inclusive, happy school where the wellbeing of pupils and staff is paramount

Duties and responsibilities

Teaching:

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Observe and monitor pupil progress, maintain records, adapt provision and seek advice where needed
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge ALL pupils
- Ensure a warm, welcoming and safe learning environment is created and maintained to enable all pupils to flourish.
- Commitment to make a difference to the lives of our children
- Manage and direct additional adult support within the classroom in order to maximise children's development
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Support pupils' personal and character development to provide them with skills and qualities for life
- Lead by example, holding the highest classroom management, professional and personal standards
- Lead, manage and develop a subject lead area across the school, showing secure pedagogical knowledge, including latest requirements and developments *(excluding ECTs)*
- Be committed to own professional development, attending courses and taking an active interest in pedagogical research
- Demonstrate best practice in subject lead area, offering training, practical support and advice to other teachers and staff to raise standards *(excluding ECTs)*
- To communicate effectively and positively with parents and the wider school community
- To undertake any other reasonable duties as directed by the Headteacher

Whole-school organisation, strategy and development:

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum development and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Follow safeguarding guidelines and child protection policies/procedures
- Promote equality of opportunity
- Share a genuine commitment to make a difference and create a brighter future for the children
- Keep own performance under review, contribute to monitoring and evaluation and participate in performance management/appraisal

Health, safety and discipline:

- Promote the safety and wellbeing of pupils
- Manage behaviour effectively to ensure a good and safe learning environment

Professional development:

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching and pedagogical knowledge
- Be committed to taking part in professional development opportunities

Communication:

- Communicate effectively with pupils, parents, carers and other stakeholders
- Communicate with care and clarity
- Ensure positivity and professionalism when communicating with all stakeholders

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct:

- Lead by example setting high standards of professional conduct, in line with the School's Code of Conduct
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school
- Report any concerns using the school's policy & procedures in a timely manner