

# Henley Green Primary School

## Job Description for Class Teacher



### **Job Purpose**

To be responsible for high standards of teaching and learning for all children in the class. Ensuring that all pupils fulfil their potential through differentiated and challenging learning in a safe environment.

### **Class Environment**

1. Create and develop an organised class environment that provides the appropriate conditions for learning for all children.
2. Ensure that the learning displays are interactive, stimulating, clearly labelled and support target setting.
3. Check to ensure that the environment is safe for all types of learning.
4. Design the environment to promote independence and pupil confidence in taking ownership of their learning.
5. Ensure that the environment supports all pupils and gives equal opportunities for SEN pupils and EAL to develop their independence [e.g., Visual timetables].

### **Teaching and Learning**

1. Undertake your role and your responsibility as a class teacher, in the whole school approach to the improvement of standards of attainment – main priorities contained in the school SEF as updated.
2. Ensure that all pupils learn, regardless of ethnic group, gender or ability in line with the Equal Opportunities and Inclusion Policy.
3. Be responsible for your own level of knowledge and understanding that is required to plan effectively for the range of needs within the class. [CPD]
4. Set appropriate high expectations for children's learning.
5. Effectively plan Literacy and Numeracy – medium term and short term plans for Foundation E. L. Gs as appropriate.
6. Make assessments of all pupils through pupil progress tracking– record that progress and use the information to inform the next stage of learning.
7. Communicate effectively with parents to support children's learning.
8. Take responsibility for planning and delivering learning experiences which interest pupils, considering differentiation, relevance, progression, breadth and balance within the class/group
9. Plan appropriate work for SEN and G&T pupils.

10. Write and review I.E.Ps, planning appropriate differentiated work to support learning, reviews and the necessary communication with the parents and the SENCO.
11. Ensure there are planned differentiated learning targets and share those learning targets with the pupils in your care – in line with Care and Guidance of pupils in their learning [SEF].
12. Use technology to enhance pupil's learning.
13. Monitor pupils' learning – e.g. Half Termly review of I.S.P targets and the action to be taken.
14. Maintain clear pupil records – e.g. Assessment file, Reading Records and other agreed school recording formats.
15. Be fully conversant with and use, all relevant curriculum documentation, schemes of work and policies including health and safety.
16. Complete and have open for monitoring or inspection purposes, half-termly curriculum plans and assessments.
17. Be committed to the success of the School Performance Management Objectives agreed at the beginning of the year.

## **Behaviour**

1. Promote positive classroom behaviour that the children know will be rewarded.
2. Develop a positive classroom atmosphere that is conducive to learning and free of tension and fear.
3. Implement the School Behaviour and Anti Bullying Policy procedures, and the agreed strategies to deter problem behaviour.

Accountability will be directly to the Senior Leadership Team.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy. Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.