

Holy Trinity Church of England First School

Job Description – Classroom Teacher

Pay Range: Main-Upper Pay Range (STPCD)
Reporting to: The Headteacher
Responsible for: The Line Management of allocated Teaching Assistants

Job Purpose

To be responsible and accountable for delivering inclusive, excellent classroom practice in accordance with the national curriculum, national guidelines and the school development plan; achieving the highest possible standards in work and conduct and at all times promoting and safeguarding the welfare of children within the school.

Key Duties and Responsibilities

Safeguard and Welfare

To be responsible for promoting and safeguarding the welfare of children, raising any concerns appropriately and following school protocol/procedures.

Teaching and Learning

To deliver an age and ability relevant curriculum and be accountable for promoting high standards; taking responsibility for the attainment, progress and outcomes of pupils; ensuring that excellence and enjoyment are achieved.

To plan and prepare lessons in order to deliver the highest standards in the relevant curriculum, ensuring breadth and balance in all subjects, but with a strong emphasis on Literacy and Maths and the correct use of standard English. Weekly and termly planning records to be discussed with the Headteacher.

To prepare and develop own teaching materials, teaching programmes and pastoral arrangements, as appropriate.

To have a clear understanding of the needs of all children and each child's capabilities and to understand how individual children learn and use this knowledge to plan teaching and differentiate appropriately using inclusive, distinctive teaching approaches to engage and support children.

To demonstrate a clear understanding of appropriate, relevant, up-to-date teaching strategies.

To analyse relevant data to monitor children's progress and levels of attainment against set targets, plan subsequent lessons, and promote the highest possible aspirations for children, targeting expectations and actions to raise their achievements.

To monitor both class work and homework, providing regular constructive feedback; setting informed, challenging learning objectives for children and using an appropriate range of observation, assessment, monitoring and recording as the basis for making accurate assessments to demonstrate and secure children's progress.

To give children regular feedback, both orally and through accurate marking, and regular reports to parents. To allow children to respond to the feedback, reflect on progress, their emerging needs and to adopt a responsible and conscientious attitude to their own work and study.

To plan opportunities to develop the holistic, social, emotional and cultural aspects of children's learning and personal development.

To set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding the children have acquired, as appropriate.

Classroom Management

To be a positive role model and demonstrate and promote consistently courteous, respectful and polite behaviour in class, the school values and a positive attitude.

To understand and apply the school behaviour policy at all times; having high expectations of children's behaviour; promoting self-control and independence of all children using praise, sanctions and rewards consistently and fairly.

To manage classes effectively, using approaches which are appropriate to children's needs in order to inspire, motivate and challenge children.

To provide a safe, purposeful and stimulating environment for pupils, rooted in mutual respect.

Professional responsibilities

To maintain appropriate, effective relationships with pupils in line with safeguarding policies and procedures.

To work collaboratively with others and as a team member to develop effective professional relationships and identify opportunities for working with colleagues and sharing the development of effective practice with them.

To treat others with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.

To communicate effectively with parents/carers with regard to their child's achievements and well-being.

To communicate and co-operate effectively with relevant external bodies.

To make a positive contribution to the wider life and ethos of the school.

To have professional regard for the ethos, policies and practices of the school and maintain high standards in own attendance and punctuality.

Professional development

To regularly review and self-evaluate the effectiveness of own teaching and assessment and inter-personal skills, considering the impact on children’s progress, attainment and well-being, and taking responsibility for refining own approaches where necessary.

To be responsible for own personal and professional self-development and to demonstrate continuing improvement of teaching expertise through participating fully in training and development opportunities identified by the school, or as developed as an outcome of appraisal, to enrich the learning experience within and beyond own class.

To keep abreast of educational research and developments in designated subject area and share new publications, advancements and materials for the use of colleagues and discussion, as appropriate.

To fully participate in the performance management procedures in accordance with the Appraisal Regulations 2012 and take responsibility for own professional development.

Other

To participate in relevant meetings, including those relating to children, parents, curriculum and school operation and organisation

To participate in school activities, such as educational trips, extra-curricular activities and clubs.

To participate in arrangements for examinations and assessments within the remit of the role.

To carry out playground and other duties as directed.

To participate in and carry out administrative and organisational tasks within the remit of the current School Teachers’ Pay and Conditions Document.

To cover for absent colleagues within the remit of the current School Teachers’ Pay and Conditions document.

To perform any reasonable duties as requested by the Headteacher commensurate with the salary and job title.

Notes

1. In addition, all teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document.
2. Teachers should also have due regard to the Teacher Standards (2012). Teachers’ performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Last updated: March 2021

Date of next review: September 2021

Signed:
(Postholder)

Date: