

**CLASS TEACHER - JOB DESCRIPTION**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.

This job description may be amended at any time following discussion between the Headteacher/Team Leader and member of staff, and will be reviewed annually.

Areas of responsibility and key tasks:

**A Planning**

Plan teaching to achieve progression in pupils’ learning through:

* identifying clear teaching and learning objectives and specifying how they will be taught and assessed
* setting tasks, including homework, which challenge pupils and ensure a high level of interest
* setting appropriate and high expectations for pupils’ learning, motivation and presentation of work
* setting clear targets building on prior attainment
* identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice
* making effective use of assessment information when planning lessons
* planning opportunities to contribute to pupils’ literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
* Effective deployment of teaching assistant time to support learning.

**B Teaching and Class Management**

* Promote the safety and wellbeing of pupils
* establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
* set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
* Adapt teaching to respond to the strengths and needs of pupils
* provide clear structures for lessons maintaining pace, motivation and challenge
* use a variety of teaching methods to:

(i) structure information well, including outlining content and aims and summarising key points as the lesson progresses

(ii) instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary

(iii) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions

* select appropriate learning resources and develop study skills through library, ICT and other sources
* ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
* Demonstrate good subject and curriculum knowledge
* critically evaluate teaching to improve effectiveness

**C Monitoring, assessment, recording, reporting**

Make accurate and productive use of assessment by**:**

* assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching
* marking and monitoring pupils’ work and set targets for progress in line with the school’s feedback and marking policy
* assessing and recording pupils’ progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, informing planning and recognising the level at which the pupil is achieving
* preparing and presenting informative reports to parents.

**D Other professional requirements**

* have a working knowledge of teachers’ professional duties and legal liabilities
* operate at all times within the stated policies and practices of the school
* establish effective working relationships and set a good example through their presentation and personal and professional conduct
* endeavour to give every child the opportunity to reach their potential and meet high expectations
* liaise effectively with parents and stakeholders as necessary
* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching
* Where appropriate, take part in the appraisal and professional development of others
* Make a positive contribution to the wider life and ethos of the school
* in addition, carry out other duties as reasonably required by the Headteacher.