



PARLIAMENT FEDERATION

JOB DESCRIPTION

Name:

Title of Post: **Class Teacher**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Documents, 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 Executive Headteacher or Head of School, and member of staff, and will be reviewed annually.

AREAS OF RESPONSIBILITY AND KEY TASKS FOR CLASS TEACHERS

A Planning, teaching and class management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying SEND or very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- monitoring and intervening to ensure sound learning and discipline;
- using a variety of teaching methods to:
 - a) match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
 - b) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
 - c) select appropriate learning resources and develop study skills through library, ICT and other sources.

- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness.

B Monitoring, Assessment, Recording, Reporting, to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- 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 the pupil is achieving;
- prepare and present informative reports to parents.

C Other Professional Requirements, to:

- 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, personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors;
- take on any additional responsibilities which might from time to time be determined.

D. Subject or Area Leader

**A Strategic Direction and Development
- with the support of, and under the direction of the head of
School and Senior Leadership Team, to:**

- develop and implement a policy for the subject or area which creates an understanding of its role in children's learning;
- develop plans for the subject or area, its development and maintenance in line with the school development plan;

- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues when possible.

B Teaching and Learning, to:

- establish clear targets for achievement and progress in the subject or area;
- evaluate the teaching of the subject or area by monitoring plans and through work analysis, and take appropriate action to improve the quality of teaching where necessary.

C Leading and Managing Staff, to:

- assist all teachers to achieve expertise in teaching the subject or area through example, support and professional development opportunities;
- ensure that the Executive Headteacher, Head of School, Senior Leadership Team and Governors are well informed about policies, plans and priorities for the subject, and their incorporation in the school development plan where appropriate.

D Effective Deployment of Resources, to:

- support the Head of School by maintaining and developing resources, and efficiently managing expenditure for the subject or area;
- assist colleagues to create a stimulating learning environment to enhance the teaching and learning of the subject or area;
- take on any additional responsibilities which might from time to time be determined.

Signed.....

Date.....