**Job Description:** Class Teacher

**Accountable to:** Headteacher

**Salary range:** M1 – UPS3

**Main Purpose:**

* Teaching, learning and assessment of children in both own individual class and overall cohort as required
* To assist Governors and SLT with developing outstanding practice in EYFS, KS1 and KS2 curriculum and assessment arrangements as applicable to pupils in a 4-11 setting
* To contribute to the wider development of the school via support for enrichment activities and other events
* To support high expectations and high standards in all aspects of school life in keeping with the Trust’s vision for the school
* To uphold all school policies and procedures and promote the good name of the school
* Foster strong team-working and collaboration with all stakeholders including, pupils, staff, parents, Governors and Trust

**Specific Duties:**

Plan teaching to achieve progression in pupils’ learning through:

* exciting and engaging sequences of lessons and topics
* setting tasks which challenge pupils and ensure a high level of interest, attention, participation and well-being
* setting appropriately high expectations
* setting clear targets building on prior attainment/needs
* identifying the needs of individuals and groups within the cohort, writing/ taking note of individual education plans and liaising with the Inclusion Leader/ SENDCO as required
* making effective use of assessment data and information when planning lessons
* planning opportunities to contribute to pupils’ literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
* making full use of the additional teaching resources in the school to personalise learning
* the effective use of Teaching Assistant, HLTA, Volunteer Assistant time as appropriate
* the effective use of resources including ICT resources
* create an productive, inspiring and stimulating environment in your classroom

# **Teaching and Class Management:**

* liaise effectively with SLT in pursuing teaching and learning excellence with all pupils
* establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
* manage pupils’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
* 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 for pupils and develop study skills through library, ICT and other sources
* ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the age of pupils that you teach
* critically evaluate own teaching to improve effectiveness

# **Monitoring, assessment, recording, reporting:**

* assess how well learning objectives have been achieved in terms of the National Curriculum or EYFS Early learning Goals
* monitor and assess pupils’ work and set targets for progress
* keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
* prepare and present informative reports to SLT, governors and parents / carers as required

# **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 timekeeping, presentation and personal and professional conduct
* endeavour to give every child the opportunity to reach their potential and meet high expectations
* contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
* contribute to the wider life of the school through running after school/lunchtime clubs, being involved in the PTA and outside of school events
* take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant ICT skills
* actively and positively collaborate with the Trust’s other schools, local Consortium and other partnership schools
* liaise effectively and sensitively with parents and Governors as necessary
* liaise with previous teacher, pre-school or previous school settings to gain an accurate picture of your pupils
* in addition, to carry out other duties as reasonably required by the Headteacher