



**Job Description:** Class Teacher (Maternity Cover)  
**Accountable to:** Headteacher  
**Salary range:** M1 – M6

**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
- To ensure all pupils are safeguarded
- 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

### **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, safe and confident
- manage pupils' behaviour effectively and positively, establishing and maintaining excellent relationships with pupils.
- Ensure any unsafe behaviour is challenged and supported to be improved
- 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
- to ensure that your classroom and surrounding areas that you teach in are free and safe from harm
- establish effective working relationships and set a good example through their timekeeping, presentation and personal and professional conduct
- ensure all safeguarding concerns are reported promptly and carefully to a DSL
- to work with outside agencies to support pupils in your class
- 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



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- actively and positively collaborate with the Trust's other schools, local Consortium and other partnership schools
- liaise effectively and sensitively with parents
- 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



[www.rugbyfreeprimary.co.uk](http://www.rugbyfreeprimary.co.uk)

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