

Shirley Community Primary School

Job Description 2021: Class Teacher



Main purpose

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>
- Meet the expectations set out in the Teachers' Standards <https://www.gov.uk/government/publications/teachers-standards>

Duties and responsibilities

Teaching

- Plan and teach well-structured, imaginative, engaging and active lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils, so that all abilities are challenged to enable all children to make good progress
- Enhance children's understanding and progress via appropriate marking and feedback based on the school's marking and feedback policy
- Set high expectations of learning and behaviour which inspire, motivate and challenge pupils
- Promote good / outstanding progress and outcomes by pupils
- Demonstrate excellent subject and curriculum knowledge
- Plan appropriate provision and monitor progress of vulnerable groups.
- Plan effectively to meet the needs of pupils with SEND: prepare, implement, monitor and review Personal Learning Plans; provide planning and information to the inclusion team for individual pupils
- Participate in arrangements for preparing pupils for internal and external assessments/tests.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

Health, safety and discipline

- Follow all statutory safeguarding procedures and promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Keep abreast of latest developments and research in education to improve own and wider provision
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents, carers and colleagues

Working with colleagues and other relevant professionals

- Collaborate and work productively with colleagues and other relevant professionals within and beyond the school, so that Shirley School has an outward facing ethos
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Work professionally and positively with the parents and wider community of Shirley Primary School
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Curriculum Leadership Role

- In line with the School's Essentials Curriculum, ensure an exciting and progressive Scheme of Work is available to all staff
- Monitor its use for coverage, depth and effectiveness
- Formulate and review an Action Plan for your Curriculum Area or area of whole school Leadership, which shows impact
- Sample and moderate children's work and learning termly, via a variety of methods such as book/ planning scrutinies, pupil voice and so forth
- Support staff in eg: planning, team teaching and so forth
- Research / keep abreast of latest developments in this curriculum area, to help it continually improve
- Lead workshops, discussions, staff meetings and present new materials where necessary
- Provide opportunities to extend children's learning in this subject area for all abilities and ages
- Compile information on achievement and make this available where appropriate for teachers, leaders, parents, governors and inspectors
- Allocate, budget for and supervise the resources necessary for implementing the curriculum
- Liaise with other schools, parents and groups representing an interest in the curriculum area to develop and improve learning in school

Entitlements:

- Training and Development within the school's programme of Continual Professional Development.
- Regular non-contact time for the purpose of Planning, Preparation and Assessment and also for opportunities to develop and improve practice
- Appropriate support from Line Manager and other Senior Leaders.

The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and to changes and developments within the school. This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____