

Job Description: Class Teacher (Primary)



Post Details

School/setting:	Christchurch Infant School/ Christchurch Junior School/ Stourfield Infant School/ Stourfield Junior School/ Twynham Primary School
Post type:	Support staff
Grade/pay level:	Teachers Main/Upper Pay Scale
Responsible to:	Headteacher

Main Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a teacher.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Duties and Responsibilities

Operational/ Strategic Planning

- To assist in the development of resources, schemes of work, marking policies and teaching strategies in all the curriculum areas.
- To contribute to the school development plan and its implementation.
- To plan and prepare lessons.
- To contribute to the whole school's planning activities.

Curriculum Provision:

- To assist the Headteacher to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

Curriculum Development:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students and the school's mission and strategic objectives.

Staffing

Staff Development: Recruitment/ Deployment of Staff

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the appraisal review process.
- To ensure the effective/efficient deployment of classroom support

To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison:

- To take part in marketing and liaison activities such as open evenings, parent's evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the pupils.

Pastoral System:

- To promote the general progress and well-being of individual pupils.
- To ensure the implementation of the school's pastoral system.
- To register pupils, accompany them to assemblies and support their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the behaviour management systems so that effective learning can take place.

Teaching:

- To teach, pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of pupils
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and home learning.
- To undertake assessment of pupils as requested by the school.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Other Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Twynham Learning Attributes for all Staff	
Ambition for excellence Professionalism Humility Championing change	Inclusiveness Positivity Community-mindedness Being collaborative

Qualifications, Knowledge, Skills and Attributes Required
• Qualified Teacher Status • Experience of classroom teaching in reception, (including teaching practice) • Recent experience of pupils with differing educational needs • Ability to relate to children in and out of the classroom • Warmth and approachability • Ability to work as part of a team • Self-motivation and ability to use own time effectively • Excellent communicator • Commitment to Inclusion and removing barriers to learning • Ability to adopt safe working practices and to maintain appropriate boundaries with children. • Knowledge, understanding and skills as defined by the framework of professional standards for teachers • Understanding of how children learn • High degree of commitment to the use of ICT for teaching, learning and assessment • An innovative and reflective practitioner • Thorough knowledge of recent initiatives in education • Commitment to co-operate with relevant agencies to protect children.

Notes
• This job description may be amended at any time in consultation with the postholder.

Glossary
Explanations of any abbreviations or jargon contained in this job description can be found in our Twynham Learning Glossary.