



Beech Grove Primary School

Job Description

Job Title: Class Teacher

Responsible to: Phase Leader

Job Purpose:

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.
- Meet the expectations set out in the Teachers' Standards.

Duties and responsibilities:

Teaching

- Plan and teach well-structured 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.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external 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.
- Lead an after-school club for one term per academic year.
- Plan and take assemblies as part of a whole staff rota.
- Carry out morning playground duties as part of a whole staff rota.

Health, safety and discipline:

- 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.
- Adhere to and actively promote the school's vision and values, and behaviour policy.
- Ensure accurate and up to date behaviour records are made on CPOMS.

Professional development:

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.
- Be proactive in seeking and acting on feedback and guidance from senior leaders and external advisers about the quality of your teaching.
- Where appropriate, take part in the appraisal and professional development of others.

Communication:

- Communicate effectively with pupils, parents and carers.

Working with colleagues and other relevant professionals:

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 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.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Other areas of responsibility:

- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
- Undertake other duties and responsibilities that may be reasonably expected, as directed by the Headteacher.

Arrangements for Review:

- The class teacher will participate in any arrangements within an agreed national framework for the appraisal of his/her performance, and further participate in the identification of areas in which further training would be of benefit.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either.

Signed: _____ (Postholder) Date: _____

Signed: _____ (Headteacher) Date: _____