



## **JOB DESCRIPTION**

<b>Job title:</b> Class Teacher - Primary	<b>Salary range:</b> MPS
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The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

<b>Job Purpose</b>
<p>To carry out professional duties and to have responsibility for an assigned class.</p> <p>To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.</p> <p>To promote the aims and objectives of the school and maintain its philosophy of education.</p>

<b>Main duties and responsibilities</b>
<p><b>Planning, Teaching and Class Management</b></p> <ul style="list-style-type: none"><li>• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.</li><li>• To plan and prepare lessons in order to deliver the National Curriculum ensuring interest, breadth and balance in all subjects.</li><li>• To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations, ensuring interest.</li><li>• Setting targets, building on prior attainment.</li><li>• Provide clear structures for lessons maintaining pace, motivation and challenge.</li><li>• Ensure effective teaching and best use of time available.</li><li>• Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.</li><li>• To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.</li><li>• Identifying and meeting the needs of SEN or very able pupils.</li><li>• To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.</li><li>• Encourage pupils to think and talk about their learning, develop self-control and independence, concentration, resilience, perseverance and to listen attentively.</li><li>• To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress to inform future planning and in line with school policy.</li></ul>

- Maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work; safeguarding their health and safety.
- To communicate and consult with parents over all aspects of their children's education - academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- Evaluate own teaching critically to improve effectiveness
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To prepare appropriate records for the transfer of pupils
- To ensure effective use of support staff within the classroom, including parent helpers
- To participate in staff meetings as required

### **Monitoring, Assessment, Recording, Reporting**

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress as specified in the school policy
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents as specified in the school policy

### **Curriculum Development**

- Lead a specified subject (unless an NQT)
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- Contribute to the whole school's development activities

### **Whole School**

- To ensure that school policies are reflected in daily practice.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures; safeguarding health and safety at all times
- Participate in appraisal activities
- To offer an extra-curricular activity.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures / rules that apply to this role.

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 the headteacher to undertake work of a similar level that is not specified in this job description.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

Signed .....

Teacher

Headteacher

Date