



Woodmansterne Primary School

Job Description – Class Teacher

POST HOLDER:

JOB TITLE: Class Teacher

RESPONSIBLE TO: Headteacher, Deputy Headteacher

GRADE: MPS/UPS

WORK: Outlined in the Teachers' Pay and Conditions Document

Date from which job description effective: September 2018

This job description is not a comprehensive definition of the post; duties may vary within this framework in line with its general character, level of responsibility entailed and amendments to the school's strategic plan and organisational management.

The duties outlined below include those of main professional grade teachers at Woodmansterne Primary School:

Class Management

- To teach a class group in accordance with the professional duties of a teacher and level of responsibility eg MPS/UPS as defined in the Teachers' Professional Standards
- To plan and prepare creative, high quality learning which meets the needs of all children
- To ensure excellent progress and attainment for every child
- To teach to the educational needs of the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To secure high standards of behaviour in line with the school's behaviour policy
- To promote the progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
- To ensure the safeguarding of every pupil
- To write and deliver individual education plans where necessary
- To use ICT as a teaching tool to enhance children's learning
- To organise the work of support staff

Monitoring, assessment, recording & accountability

- To plan the next steps of learning for individuals and groups
- To use Assessment for Learning Strategies
- To carry out formative and summative assessment and to level work in line with the school's assessment policy
- To participate in arrangements for preparing pupils for external assessments, assessing pupils for the purposes of such assessments and recording and reporting such assessments; and participating in arrangements for pupils' presentation for, and conducting such assessments.
- To mark children's work consistently and effectively in line with the school's marking policy
- To write annual children's reports
- To report to parents verbally throughout the year either formally or informally in line with the school's procedures
- To communicate information to parents by leading meetings, by letter or by using the school's learning platform, that will enable them to be partners in their child's learning
- To communicate and co-operate with persons or bodies outside the school, including making records of and reports on the personal and social needs of pupils

Leadership & management

- To lead, develop and be accountable for a curriculum subject(s) and/or whole school initiatives

Appraisal, CPD & Other duties

- To participate in arrangements for further training and professional development as a teacher including those identified through the appraisal process
- To take part as may be required in the review of activities relating to the curriculum, assessment, organisation and pastoral functions of the school.
- To advise and co-operate with other teachers on the preparation of long-, medium- and short-term curriculum planning
- To participate in administrative and organisational tasks including the direction or supervision of support staff
- To attend and take assemblies
- To register and supervise pupils before, during and after school, as required
- To participate in extra curricular activities to enhance pupils' whole school experience

Person Specification – Class Teacher

- An outstanding teacher who is passionate about developing learners through a creative curriculum
- An effective classroom practitioner who has a proven record of ensuring excellent progress and attainment
- An innovative thinker who will promote creativity and diversity across the curriculum
- A committed team member who will support the purpose, vision and values of the school and follow school policies and procedures.
- A team player who engages in the shared responsibility towards excellence
- A teacher committed to raising standards with an ability to share excellent practice with colleagues
- A reflective practitioner who engages in discussion to aim to be the best

Qualifications

- QTS

Experience

- Successful teaching experience

This school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake pre employment checks including an enhanced Disclosure & Barring Service check.