



## St Andrew's Southgate Primary School (CE)

### Class Teacher Job Description

**Job Title:** Class Teacher

**Reports To:** Head Teacher and Chair of Governors

#### 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
- To promote the Christian values of the school

#### Duties and responsibilities

##### Teaching

- Plan and teach well-structured lessons to a high standard, following the school's plans, curriculum and schemes of work ensuring breadth and balance in all subjects.
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of all pupils
- Set high expectations which inspire, motivate and challenge all pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for assessments both internally and externally
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- Communicate effectively with parents and other agencies as necessary
- To provide an inclusive classroom where each child feels safe and supported.
- To ensure effective use of support staff within the classroom
- Contribute to the development and lead a particular area of the curriculum

##### 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 vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- To support the school in promoting the Christian ethos
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Health and Safety**

- 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
- Take part in the appraisal and professional development of others, where appropriate
- 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 Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To support extracurricular activities/lunch time club/extended club
- To support the School Business Manager in following the correct procedure with regards to any financial orders.

### **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

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school