



Job Description

Post:	0.4 KS2 Class Teacher (Year 3 to Year 6)
Salary Scale:	Main Pay Scale
Responsible to:	Headteacher and Governing Body
Liaising with:	To co-operate and liaise with teaching and support staff, parents, governors and outside agencies.

Commencement Date: January 2023, or as soon as possible after this date

General Professional Duties

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation. This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Areas of Responsibility and Key Tasks

Leadership and Management:

The post holder will be required to take a leading role in the school's management team by:

- Becoming knowledgeable and competent in all areas of the school organisation in order to assist and support the Headteacher in the day-to-day running of the school, and lead in her absence.
- Supporting the agreed aims, values and ethos of the school.
- Ensuring that a high standard of pastoral care and education for all children is maintained at all levels.
- Taking on the role of Deputy Designated Safeguarding Lead.
- Assisting the Headteacher in ensuring that good relationships exist between all staff.
- Developing and maintaining good relationships with governors, parents, the local community and the LA.
- Providing guidance and support to other members of staff.
- Taking an active role in all extra-curricular work.

Planning, Teaching and Class Management, to:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge pupils and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment;
- Identifying SEN and gifted and talented pupils;
- Providing clear structure for lessons maintaining pace, motivation and challenge;
- Make effective use of assessment and ensure coverage of programmes of study;
- Ensure effective teaching and best use of available time;

- Monitor and intervene to ensure sound learning and discipline.

Use a variety of teaching methods to:

- Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through the Library, ICT and other sources

Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.

Evaluate their own teaching critically to improve effectiveness.

Manage parents and other adults in the classroom.

Maintain good order and discipline among all the pupils, safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Provide guidance and advice to pupils on educational and social matters, making records of and reports on the personal and social needs of pupils.

Communicate and cooperate with outside agencies where necessary and participate in meetings arranged for any of the above purposes.

Take a full part in school assemblies as required.

Monitoring, Assessment, Recording, Reporting, to

- make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform teaching and learning planning;
- Mark and monitor pupil's work and set targets for progress;
- Assess and record pupil's 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;
- be familiar with statutory assessment and reporting procedures, and to prepare and present informative, helpful and accurate reports to parents;
- contribute towards the implementation of IEPs and interventions, particularly the planning and recording of appropriate targets, actions and outcomes;

Other Professional Requirements, to:

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;

- Endeavour to give each child the opportunity to reach their potential and meet high expectations;
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Liaise effectively with Parents and Governors;
- Take on any additional responsibilities which might from time to time be determined;
- Register the attendance of pupils.

Curriculum Lead

- Be responsible for agreed curriculum areas across the Federation;
- Promote these areas of the curriculum;
- Be responsible for resources and materials for those areas;
- Review each area's policy and schemes of work in consultation with colleagues;
- Monitor and evaluate the implementation of the policy;
- Maintain a curriculum file comprising of policy, schemes and other relevant information;
- Support and inform staff regarding resources, activities and ideas, to develop the area throughout the school;
- to organise INSET when necessary;
- to lead staff meetings when necessary;
- to be aware of new initiatives in your subjects to develop links with support and other outside agencies;
- take account of all pupils' individual needs;
- to monitor and evaluate teacher assessments/test results where appropriate and general pupils' progress;

Professional Development

- Participate in the agreed arrangements for the management of your performance and that of other teachers.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning;
- undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available;
- Implement and develop pedagogic procedures introduced through school, local or government initiatives.

The job description may be reviewed and changed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

Signed: (Teacher) Dated:

Signed: (Headteacher) Dated: