

Oakwood Junior School

Class Teacher Job Description



In addition to the current responsibilities as set out in the Conditions of Employment of Teachers and Teachers' Standards (updated July 2021), the class teacher is to be responsible for the following:-

- Being a committed, enthusiastic, energetic and imaginative class teacher, organising and planning classroom practice to reflect the aims and objectives of the school
- Being familiar with the national curriculum and ensuring the continuity of a broad and balanced curriculum.
- Planning teaching to achieve progression in pupils' 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 SEND or very able pupils;
- Planning opportunities to contribute to pupils' personal, spiritual, moral, social and cultural development.
- Providing clear structures for lessons, maintaining pace, motivation and challenge and evaluating their own teaching critically to improve effectiveness.
- Setting high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Establishing a secure environment which supports learning and in which pupils feel safe and confident.
- Providing a lively and stimulating environment and an attractive classroom setting, including displays of children's work and informative materials.
- Ensuring there is a safe working and learning environment for all pupils in his/her class where risks are properly assessed.
- Using teaching methods which sustain the momentum of pupils' work and keep all pupils engaged through:
 - stimulating intellectual curiosity, communicating enthusiasm for the subject being taught, fostering pupils' enthusiasm and maintaining pupils' motivation;
 - matching the approaches used to the subject matter and the pupils being taught;
 - effective questioning which matches the pace and direction of the lesson and ensures that pupils take part;
 - listening carefully to pupils, analysing their responses and responding constructively in order to take pupils' learning forward;
 - selecting and making good use of learning resources which enable teaching objectives to be met;
 - setting high expectations for all pupils notwithstanding individual differences, including gender, and cultural and linguistic backgrounds;
- Make effective use of assessment to inform future planning for teaching and learning.
- Being actively involved, with the Headteacher and Deputy Headteacher, in the collection and analysis of data to support learning.
- Working with the SEND lead to ensure that individual education plans are relevant and used effectively to support learners.
- Assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching.

- Mark and monitor pupils work, give constructive feedback and share targets as required.
- 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 standard at which the pupil is achieving.
- Liaising with the other phase teachers, Teaching Assistants and other colleagues to ensure joint curriculum planning and implementation
- Lead on an area of the curriculum (not relevant to Early Career Teachers)
- Provide an extra-curricular club (as appropriate), to be negotiated with Headteacher
- Attend relevant CPD to ensure up to date knowledge, particularly in relation to safeguarding
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role in our school
- To be fully aware and compliant to 'Keeping Children Safe in Education' and the school's 'Safeguarding and Child Protection' policy
- To ensure that the Headteacher or Designated Safeguarding Lead is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection.
- Be punctual for work and any supervisory duties.
- Attending to routine administrative matters promptly, and to be within time for agreed deadlines – e.g. class assemblies, reports, etc.
- In consultation with the Headteacher, being responsible for his/her own professional development and attending training in those areas identified at the annual Performance Management discussions.
- Operate at all times within the stated policies and practices of the school.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Have a working knowledge of teachers' professional duties and legal abilities.
- Take on any additional responsibilities which might from time to time be determined by the headteacher, deputy head or senior leaders

This job description will be reviewed annually and may be amended to meet changed circumstances in a manner compatible with the post held to reflect changes in roles, national guidance or the national terms and conditions of service

Date:

Signed: