

**ANNEXE B  
POLICY RELATING TO THE WORKING PRACTICE OF A CLASS  
TEACHER**

*(This does not form part of the contract of employment)*

Areas of responsibility and key tasks:

**A. Planning, teaching and class management, to:**

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

- 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 or very able pupils;
  
- provide clear structures 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 library, I.C.T. 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;

Additional standards for nursery and early years -

take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;

encourage pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;

use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;

manage parents and other adults in the classroom.

**B. Monitoring, assessment, recording, reporting - to:**

- 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;
- 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.

**C. 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 every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;

- liaise effectively with parents and governors.
- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school