



## AVIGDOR HIRSCH TORAH TEMIMAH PRIMARY SCHOOL

### Job Description for Class Teacher (Maternity Cover)

<b>Job Title</b>	Class Teacher (Maternity Cover)
<b>Grade</b>	Main/Upper pay range points 1-6, in line with the current School Teachers' Pay and Conditions Document
<b>Reports to</b>	The Headteacher, members of the senior leadership team (SLT) and the governing board
<b>Staffing responsibility</b>	The post-holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

#### 1. Job Purpose:

- 1.1 Be responsible for the learning, development and achievement of all pupils in the class/es ensuring equality of opportunity for all
- 1.2 Be responsible and accountable for achieving the highest possible standards in work and conduct, adhering at all times to school policies, procedures and systems
- 1.3 Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- 1.4 Work proactively and effectively in collaboration and partnership with pupils, parents/carers, governors, other staff and external agencies in the best interests of pupils
- 1.5 Act within the statutory frameworks which set out professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012)
- 1.6 Take responsibility for promoting and safeguarding the welfare of children and young people within the school

#### 2. Principal Accountabilities and Responsibilities:

- 2.1 All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.
- 2.2 Follow the school ethos and dress code, and conduct oneself in a way that is in keeping with the religious ethos of the school and that maintains at all times the good name, reputation and image of the school.

#### 3. Teaching

- 3.1 Deliver the curriculum as relevant to the age and ability group/subject/s that you teach

- 3.2 Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- 3.3 Be accountable for the development, attainment, progress and outcomes of pupils' you teach
- 3.4 Be aware of and assess pupils' capabilities and their prior knowledge, and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- 3.5 Have a clear understanding of the needs of all pupils, including: those with special educational needs and disabilities; the more able; pupils with EAL; pupils who are disadvantaged; and be able to use and evaluate distinctive teaching approaches to engage and support them, including individualized intervention and support strategies
- 3.6 Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- 3.7 Demonstrate clear knowledge, understanding and expertise in appropriate teaching strategies and proven effective teaching and curriculum approaches across the primary national curriculum, e.g. systematic synthetic phonics for early readers, effective use of teaching assistants, evidence-informed pedagogy, and teaching approaches for pupils with SEN
- 3.8 Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring pupils' progress and levels of attainment
- 3.9 Make accurate and productive use of assessment to secure pupils' progress
- 3.10 Give individual pupils and whole class regular formative feedback, both orally and through accurate marking and evaluation, and enable pupils to use feedback to make good progress in their learning
- 3.11 Use relevant data to monitor progress, set targets, and plan subsequent lessons
- 3.12 Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- 3.13 Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

#### **4. Behaviour and Safety**

- 4.1 Establish a safe, purposeful, calm and stimulating learning environment for pupils, rooted in mutual respect, and establish a framework for classroom management with a range of strategies, using praise, sanctions and rewards consistently and fairly
- 4.2 Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- 4.3 Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour expected of pupils
- 4.4 Have high expectations of behaviour, promoting self-control and independence of all pupils
- 4.5 Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document

- 4.6 Be responsible for promoting and safeguarding the welfare of children and young people, raising any concerns following school protocol/procedures

## **5. Team working and collaboration**

- 5.1 Participate in any relevant meetings/professional development opportunities, which relate to the pupils, curriculum or organisation of the school including pastoral arrangements and assemblies
- 5.2 Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- 5.3 [Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments]\*
- 5.4 Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- 5.5 Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- 5.6 Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

## **6. Fulfil wider professional responsibilities**

- 6.1 Work collaboratively with others to develop effective professional relationships
- 6.2 Deploy support staff effectively as appropriate
- 6.3 Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- 6.4 Communicate and co-operate with relevant external bodies
- 6.5 Make a positive contribution to the wider life and ethos of the school

## **7. Administration**

- 7.1 Register the attendance of and supervise pupils, before, during or after school sessions as appropriate
- 7.2 Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

## **8. Professional development**

- 8.1 Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- 8.2 Be responsible for improving your teaching through participating fully in approved training and development opportunities identified by the school, by yourself or as developed as an outcome of your appraisal, including off-site and 'twilight' activities

- 8.3 Develop and maintain a high standard of subject knowledge in depth and breadth across the full range of the National Curriculum and the school's curriculum
- 8.4 Proactively participate with arrangements made in accordance with the Appraisal Regulations

## **9. Other**

- 9.1 Have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- 9.2 Demonstrate flexibility and adaptability in keeping with the established culture and practices of the school
- 9.3 Perform any reasonable duties as requested by the Headteacher

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Revised: February 2021

*\* Not applicable to maternity cover posts*