

JOB DESCRIPTION



School: Purley C.E. Primary School	Location: West Berkshire
Job Title: Class Teacher	Grade/Salary Range: Main scale

JOB PURPOSE

- ❖ To deliver the best quality education to each child in your care, having due regard to the current School Teacher's Pay and Conditions Documents, the school's objectives, aims, policies and procedures.
- ❖ To take advantage of appropriate professional development opportunities and to use the outcomes effectively to improve pupils' learning.

DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE

Headteacher

Senior Teacher

Class teacher

MAIN DUTIES AND RESPONSIBILITIES

Learning & Teaching:

Pupil Performance

- To improve the quality of pupils' learning to ensure consistent improvements in standards in relation to prior and expected attainment within your year group team.
- To engage and motivate your children through the enthusiastic and creative delivery of the school's curriculum.
- To set realistic yet challenging targets, at all levels, which move learning on.
- Through regular reflection, to effectively evaluate the impact of your teaching on children's achievement.
- To ensure that equal opportunities are given to all pupils.
- To actively promote parental involvement and support in order to raise achievement.

Classroom organisation

- To ensure that your classroom is arranged appropriately, providing opportunities for children to learn in a calm, well-organised yet stimulating environment.
- To ensure that the learning environment stimulates learning for all children.

Planning

- To plan long, medium and short term programmes of work using assessment effectively in order

to meet pupils' learning needs, having due regard for the National Curriculum and R.E. curriculum

- To plan closely and regularly with other class teachers, consulting subject co-ordinators when appropriate.
- To follow the agreed school planning policies and procedures.

Presentation

- To use a balance of class, group and individual work as appropriate, using a range of teaching approaches to enable children's different needs to be met, according to their aptitudes, stages of development and levels of understanding.
- To carefully consider the timing and pace of your teaching and use a variety of techniques including instruction, explanation, discussion, investigation and questioning.
- To ensure your pupils are actively involved in their learning and you encourage them to become independent learners.

Assessment, Record Keeping and Reporting

- To follow school policies and procedures, feeding back to children on their learning in a positive and constructive way.
- To use record-keeping and assessment to inform planning and to address individual needs.
- To give pupils constructive feedback about their performance through quality marking and Assessment for Learning practice
- To report on children's progress and achievements, including end of year teacher assessments, as appropriate.

Learning Support

- To ensure that work is suitably differentiated for children needing support or extension in their learning.
- To utilise Teaching Assistants effectively to support intervention programmes whilst retaining full responsibility for children's learning and progress.
- To consult the Inclusion Manager, members of the Learning Support Team and other appropriate colleagues for advice, following school policies and procedures for learning support.

Resources

- To follow school policies and procedures and use and care for a wide variety of resources both appropriately and safely.
- To ensure that pupil related information is shared as appropriate, to strengthen communication systems within your year group.

Curriculum Responsibility

- To be responsible for the development within the school of agreed, specific subject areas.
- To evaluate the teaching in the agreed area by the monitoring of teacher's plans and through work analysis, identifying effective practice and areas for improvement, and taking appropriate action to improve the quality of teaching.
- To help others to evaluate the impact of their teaching on raising pupils' achievement.

Professional Responsibilities

Ethos of the School

- To support the positive and welcoming ethos of the school and to take part in daily collective acts of worship
- To represent the School appropriately, be able to actively model and promote the values and ethos of the School.
- Maintain a visible, professional and high profile within the School and be aware of how personal behaviour can be interpreted by other on and off the School premises.

- Maintain a high level of professional conduct at all times.

Behaviour

- To ensure through positive reinforcement, good behaviour within your classroom and throughout the school, encouraging self-esteem and self-discipline in line with school policy and procedures.

Health & Safety

- To follow school policy and procedures to ensure that classrooms, corridors and all other areas of school are safe places for the children, reporting any hazards to the Headteacher.

Relationships

- To have a warm, understanding and positive attitude towards children, staff, parents and governors which will lead to the promotion of good relationships and liaison at all levels.
- To inspire trust and confidence in pupils and colleagues.
- To build consistency, commitment and communication with colleagues and in the classroom.

Professionalism

- To maintain confidentiality to protect the children and the school
- To refer any concerns relating to safeguarding or child protection to the appropriate Designated Person.
- To show punctuality, reliability and initiative and to follow school procedures as set out in the School Handbook.
- To nurture and support the vital mutual co-operation and support between members of staff.
- To promote collaboration and work effectively as a team member.
- To undertake continuous Performance Review in line with the Performance Management Policy, and work towards personal achievement targets with the support of the Headteacher, Team Leader and the Governing Body.
- To keep oneself informed about the National Curriculum and other Educational developments.

To undertake any other duties not specified here which the headteacher may reasonably require

N.B.

- (i) The duties outlined should be reviewed annually in the autumn term in light of the changing needs of the school, with the postholder.
- (ii) This job description should be reviewed in conjunction with:
 - a. the range of duties and responsibilities as set out in the annual Teachers' Pay and Conditions Document
 - b. the school's general job description for all teaching staff
 - c. The DfE Teachers' Standards 2012

May 2023

Note

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