**Asterdale Primary School**

**Class Teacher – LKS2**

**Job Description**

Post: Class Teacher

Grade: Main Scale

Responsible to: Headteacher, Governing Board and Odyssey Collaborative Trust

Liaison with: Headteacher, staff, pupils, parents, carers, governors, support team, Academy Trust as required

Function: To carry out duties in line with the current conditions of employment for Class Teachers contained in the School Teacher’s Pay and Conditions document, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

Purpose: To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum, incorporating the National Curriculum and in line with the curriculum polices of the school.

To facilitate, support and monitor the overall progress and development of a designated group of pupils.

To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.

To share in the development of the school curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.

To support and contribute to the school’s responsibility for safeguarding children.

**Class Teacher Duties and Responsibilities**

**A** **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 children with special educational / additional needs 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:

1. match appropriate to content, structure information, present a set of key ideas and use appropriate vocabulary.
2. use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions.
3. select appropriate learning resources and develop study skills through ICT and other resources.

* Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
* Evaluate their own teaching critically to improve effectiveness.
* 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 communicate about and record their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
* Use a variety of teaching strategies which involve planned adult intervention and first-hand experience;
* Manage parents and adults appropriately.

**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 in accordance with school policy, giving 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 recognize 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, practices and ethos of the school;
* Follow and ensure others comply with school and local policies and procedures for safeguarding, child protection and health and safety;
* 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 full potential and meet high expectations;
* 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.
* Take responsibility for their own professional development and duties in relation to school policies and practices;
* Establish and maintain effective working relationships with colleagues and parents.

**D General: to –**

* Take on specific tasks related to the day to day administration and organisation of the school;
* Take on any additional responsibilities, which might from time to time be determined, such as an area of the curriculum.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

This school is committed to safeguarding and promoting welfare of children and young people and expects its staff and volunteers to share this commitment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post-holder Date:\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Headteacher Date: \_\_\_\_\_\_\_\_\_\_