

**Job Description**

**Mainscale Class Teacher**

Job title: Class teacher

**Salary:** TMS 1 - 6

Line Manager: Headteacher

**Duties and responsibilities**

**All teachers are required to carry out the duties of a schoolteacher as asset out in the current School Teachers Pay and Conditions Document. Teachers should also have due regards to the Teachers Standards (2012). Teachers performance will be assessed against the teachers’ standards as part of the appraisal process as relevant to their role in the school.**

**Distinctively Christian Character, Whole-school organisation, strategy and development**

* Support the Headteacher in promoting the distinctively Christian ethos of the school and be able to articulate the school’s vision, values and current development issues;
* Promote the welfare of children and to support the school in safeguarding children through relevant policies and procedure;
* Promote equality as an integral part of the role and to treat everyone with fairness and dignity
* Contribute to the development, implementation and evaluation ofc the school’s policies, practices and procedures, supporting the school’s values and vision and in a team approach to all aspects of school life;
* Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school’s Health and Safety Policy and any school-specific procedures/rules that apply to this role;
* Promote the school and develop effective relationships with the parish of Walberton and Binsted, other local churches and the wider community.

**Key Responsibilities – Teaching and Learning**

* Create and manage a caring, supportive, purposeful, interactive and stimulating environment, conducive to children’s learning and which encourages each child to thrive;
* Deliver the curriculum as relevant to the age and ability group/subject/s that you teach;
* Plan and teach well-structured lessons to assigned classes, following the school’s plans, curriculum and schemes of work;
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate;
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
* Be accountable for the attainment, progress and outcomes of pupils you teach;
* Make adaptions as appropriate to your teaching, responding in a timely manner to the strengths, needs and abilities of pupils;
* Mark and give prompt feedback on work set in school so that the pupils are encouraged to enter into a dialogue about their learning and are clear about their next steps;
* Meet with children regularly to discuss their progress and attitude, and their personal and academic targets; ensuring these reflect their current level of achievement;
* Be aware of pupils’ capabilities, their prior knowledge and plan differentiated learning appropriately to build on this demonstrating knowledge and understanding of how pupils learn;
* Maintain good behaviour and discipline among the pupils, motivating them through the consistent application of the school’s positive behaviour policy and safeguarding their health and safety;
* Have a clear understanding of the needs of all pupils, including those with special educational needs and be able to use and evaluate distinctive teaching approaches to engage and support them;
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics;
* Set high expectations which inspire, motivate and challenge pupils and promote good progress and outcomes;
* Demonstrate good subject and curriculum knowledge;
* Plan and set homework relevant to current learning
* Maintain a regular system of monitoring, assessment, record-keeping and reporting of pupil’s progress, using these assessments to inform planning and set targets that promote continuity and progression;
* Work in partnership with support staff within the classroom, making clear their role in lesson planning, sharing planning ahead of the lesson and reviewing teaching, learning and assessment with them afterwards;
* Participate in arrangements for preparing pupils for external tests.

**Key Responsibilities - Subject Leader**

* Contribute to the development and co-ordination of a particular area of the curriculum;
* Be an exemplary practitioner in the subject;
* Monitor the implementation and teaching of the National Curriculum subject requirements, ensuring full curriculum coverage across the school;
* Supporting colleagues in their teaching of the subject, planning and leading any relevant in-service training;
* Update the school’s subject policy;
* Promote the profile of the subject across the school, including through the mounting of displays, the organisation of visits and visitors, etc;
* Co-ordinate the audit, storage, maintenance and deployment of resources and equipment needed for the teaching of the subject in accordance with the school’s policy;
* Collate examples of subject work for displays and for a school portfolio of pupils’ work;
* Ensure the subject content of your lead curriculum area is updated and keeps parents fully informed. To liaise with the website lead regarding curriculum files that are ready to publish on the school website.
* Analyse year group, class, group and individual achievement each term/half term; use national and other benchmark data to review school performance; feedback, report and monitor actions to improve further;
* Give feedback to Headteacher, Class Teachers and Governors on progress and value-added progress, using the reporting systems in place;
* Review the curriculum plans for the subject, policy and procedures annually and present to the Headteacher and Governors for information; consult and communicate with staff;
* Ensure that the time allocations for each subject are adjusted annually in the light of school trends and priorities; present to staff and Headteacher;
* Monitor planning to ensure that the long-term plans for each subject cover the curriculum for the Foundation Stage, Key Stage 1 and Key Stage 2, over the period the pupils are in the school. Report back to the year group teams and the Head Teacher when aspects have not been covered;
* Monitor the medium- and short-term planning for the subject in all classes to ensure that they contain the relevant information for the term as per school policy and priorities, and that they are completed to a good standard; report back to class teachers and Head Teacher each term;
* Consult annually with pupils about their enjoyment of the subject;
* Create a positive attitude for learning in the subject;
* Annual self-review of subject and report;
* Termly analysis of subject and report for governors;
* Tracking and monitoring the progress and attainment of pupils in the subject;
* Maintain, review, procure and organise resources for subject;
* Arrange staff development programmes;
* Organise special events/weeks annually or as agreed;
* Maintain a whole school file of: Curriculum Vision, Intent, Implementation and Impact, Time allocations for subject, Long term plans – learning themes for each year group; and national curriculum map.

**Professional development:**

* Demonstrate resilience and resourcefulness;
* Think creatively and imaginatively to identity opportunities and to anticipate and solve problems;
* Participate in the school’s appraisal and professional development process, ensuring that objectives are agreed and actioned within an agreed time-scale.
* Maintain a portfolio of training undertaken and sharing expertise and experience as required;
* Attend and participate in all relevant training sharing the knowledge and ideas gained with colleagues e.g. Staff Meetings and INSET training;
* Where appropriate, take part in the appraisal and professional development of others.

**Responsibilities regarding parents and the school community:**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school;
* Develop effective professional relationships with colleagues;
* Play a full part in the life of the school community;
* Liaise effectively with pupils’ parents, through informative oral and written communication with reference to their progress, attainment and wellbeing;
* Work sensitively with parents and families who have a child with SEND or entitlement to Pupil Premium, offering support and guidance;
* Encourage parents to participate in the life of the school in a variety of ways;
* Develop positive partnerships with parents, ensuring their views are considered and acted upon appropriately.

**Personal and professional conduct:**

* Show commitment to the school, its inclusive ethos, Christian Values and equal opportunities for all in the school community, opposing strongly any form of discrimination;
* Demonstrate Christian vision and values in everyday work and practice;
* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality;
* Provide a good role model for members of the school community, demonstrating positive values and attitudes, adopting high standards of behaviour;
* Be a proactive member of the school and class team, representing the school professionally outside the school day and beyond the school site;
* Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision;
* Make a positive contribution to the wider life and Christian ethos of the school;
* Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life;
* Demonstrate Christian vision and values in everyday work and practice;
* Promote the school and develop effective relationships with the Parish of Walberton and Binsted, other local churches and the wider community.
* Provide cover when a teacher is unable to teach due to pre-arranged training courses or short-term sickness.

**Behavioural and Pastoral**

* Promote the safety and wellbeing of pupils;
* Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individuals involved understand it is unacceptable;
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate;
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment;
* Understand current legal requirements, national policies and guidance on safeguarding and promotion of the well-being of children;
* Understand and implement school child protection procedures and comply with legal responsibilities;
* Know how to identify where ‘early help’ may be needed for vulnerable pupils, and identify potential child abuse or neglect, following the school’s safeguarding procedures and adopting the policy of ‘it could happen here’.

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Appraisal Review.

Amended September 2023