



St. Leonard's Primary School

JOB DESCRIPTION – Class Teacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document 2006, the required standards for Qualified Teacher Status and other current educational legislation, namely DFE Standards for Teachers September 2012

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

Areas of responsibility and key tasks:

a) Planning, teaching and classroom management:

- Teach clearly structured lessons which maintain pace and interest and challenge and motivate pupils.
- Establish a safe and stimulating learning environment
- Demonstrate a good knowledge and understanding of the curriculum
- Take into account pupils' needs, gaps and abilities when planning lessons
- Plan well differentiated lessons that have accurately matched learning activities for each group or individual
- Set challenge for pupils' to extend their learning and stretch their ability
- Maintain high expectations of all children at all times
- Encourage taking pride in presentation and have high expectations of presentation in every subject
- Use a range of effective teaching methods:
 - use effective questioning
 - encouraging active and independent learning; enabling children to think for themselves
 - work closely with groups or individuals to support or challenge
- Establish a clear framework for classroom discipline which is in line with school procedure for managing behavior and recognising and encouraging good behaviour
- Build and maintain good relationships with parents
- Evaluate own teaching critically to improve effectiveness
- Effectively deploy any support staff within the classroom

b) Marking, monitoring and assessment

- Mark pupils' work using a specific marking policy; use this marking to inform planning and provision for pupils'
- Use marking to identify individuals and groups' needs within each subject
- Assess pupils' work using a range of assessment strategies, evaluating the progress of pupils'
- Use marking and assessment to organise targeted interventions to close gaps and support and challenge learning of pupils'
- Assess and record pupils' progress systematically using school systems
- Analyse whole class, group and individuals data. Use this to inform planning for lessons and interventions
- Provide parents with written and oral reports

c) **Other professional requirements:**

- Contribute to and support the overall ethos, work and aims of the school
- Become a member of the St. Leonard's team
- Comply with, support and promote all school policies and procedures, particularly in relation to child protection, equal opportunities, health and safety, confidentiality and behaviour
- Promote and support the wellbeing of pupils within school
- Undertake any other reasonable and relevant duties in accordance with the changing needs of the school
- Participate in regular performance management
- Regularly participate in St. Leonard's school events
- Liaise effectively with Governors
- Support the activities of the St. Leonard's PTFA by attending meetings and functions
- Eligibility to work in the UK
- Suitability to work with children