



Newburgh Primary School ~ Job Description for Class Teacher

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher status and Class Teacher and other current legislation.

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

Planning, Teaching and class management, to:

Teach allocated pupils by planning their learning 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 SEN or very able pupils.
- Providing clear structure for lessons maintaining pace, motivation and challenge.
- Making effective use of assessment and ensure coverage of programmes of study.
- Ensuring effective teaching and best use of available time.
- Monitoring and intervening to ensure sound learning and discipline.
- Using a variety of teaching methods to:
 - i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
 - ii. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
 - iii. Select appropriate learning resources and develop study skills through library, ICT and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understand appropriate to the subject taught.
- Evaluate their own teaching critically to improve effectiveness.

Additional standards for nursery and early years

- 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 think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
- Manage parents and other adults in the classroom.



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 and set targets for progress.
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents.

Other professional requirements – to:

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- 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 potential and meet high expectations.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Liaise effectively with parents and governors.
- Take on additional responsibilities which may from time to time be determined.