

Class Teacher Job Description

At Four Lanes Community Junior School all staff share a collective responsibility for the well being and health and safety of pupils. We foster a team approach where colleagues are supportive of each other and of the school's aims, policies and improvement targets. We set high professional standards for ourselves, ensuring that we each contribute to the effective running of the school. Specifically, as a Class Teacher you are required to;

- ❖ Be responsible to the Headteacher and Governors for the moral, physical and educational development of the children in your care; consistently applying the school's policies in relation to welfare, safeguarding, behaviour and pupil progress.
- ❖ Plan, prepare and use appropriate teaching methods and resources to enable all children to achieve their best. Work alongside colleagues to share ideas and expertise, participating in meetings arranged for these purposes.
- ❖ Identify clear teaching objectives and lesson content, using teaching methods that keep pupils engaged and motivated. Use effective questioning and response, clear presentation and good use of resources.
- ❖ Set and maintain high expectations for pupils' behaviour through well-focused teaching and positive and productive relationships.
- ❖ Take responsibility for the health and wellbeing of the children in your care through a relational approach and consistent use of whole school strategies and procedures.
- ❖ Maintain a happy, well-organised and stimulating classroom environment that meets the expectations of the school's approach to learning. Ensure that work is displayed to an appropriate standard within your classroom and areas throughout the school.
- ❖ Keep appropriate and up-to-date records for each of your pupils, using the outcomes of short-term assessments to set suitably challenging targets and to inform future planning. Ensure that planning meets the requirements of the National Curriculum and Agreed Syllabus for Religious Education; be able to present your planning to the Headteacher or Deputy Headteacher on request.
- ❖ Analyse and evaluate pupil progress regularly, ensuring that standards are consistently high and that children are achieving at the expected level, based on the appropriate use of prior attainment information. Mark and monitor pupils' work and homework in line with the school's agreed policy.
- ❖ Work in partnership with parents, both formally and informally, communicating regularly through the Homework Diary, Open Evenings and at the request of parents.
- ❖ Write and contribute to written assessments and reports, including pupils' Annual Report to Parents.
- ❖ Be responsible for directing other adults (including Learning Support Assistants) working with your class, making sure that they are appropriately deployed and working with children in a manner that is applicable to the pupils' needs and in line with the school's aims and policies.
- ❖ Take responsibility for your own professional development, including securing progress towards Performance Management targets and whole school improvement priorities. Evaluate your own teaching critically and use this to improve your effectiveness.
- ❖ Liaise with colleagues and Outside Agencies where necessary, in order to meet the requirements of the Code of Practice for pupils with Special Educational Needs. Implement and keep records on Individual Education Plans (I.E.Ps) and Individual Behaviour plans.
- ❖ Act in accordance with general data protection regulations (GDPR) and in line with school policies and procedures.
- ❖ Comply with school, national and statutory policies including those for Child Protection, Prevent/Safeguarding, Health and Safety, Behaviour, Race Equality and Disability and Discrimination.
- ❖ Be responsible for ensuring the safeguarding and the protection of all children across the school.
- ❖ Conduct acts of worship as agreed.
- ❖ Set a good example to all children, in your presentation and personal conduct in line with school policies.
- ❖ Attend regular staff meetings.
- ❖ Undertake supervision duties as directed.
- ❖ Take responsibility for the management of at least one curriculum area as directed by the Headteacher.
- ❖ Carry out those duties as specified in the School Teachers pay and Conditions Document in consultation with the Headteacher.