

## **Class teacher (based at St Francis C of E Primary School) MPS**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document 2020, the Education Act 2002, the required Teacher's Standards 2013, other current educational legislation and the Academy's articles of government.

This job description may be amended at any time following discussion between the Executive Principal, headteacher and member of staff, and will be reviewed annually as part of the performance management process.

Areas of responsibility and key tasks:

### **A Planning, teaching and class management, to:**

Be committed to a child centred approach to learning in which the child is encouraged to be autonomous and learns from first hand experience.

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear learning intentions 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 pupil premium, SEND or very able pupils;
- providing clear structures for lessons, maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of agreed curriculum;
- 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, I.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating their own teaching critically to improve effectiveness;

To ensure that the academy's Staff Planning Handbook / file is kept up to date and

accurately reflects the planning, teaching, assessment and recording that is taking place.

**B Monitoring, assessment, recording, reporting - to:**

- assess how well learning intentions have been achieved and use them to improve specific aspects of teaching;
- mark, respond to and monitor pupils' work (as agreed in Assessment and Feedback Policy) and set targets for progress;
- assess and record pupils' progress systematically and keep records/portfolios 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.

**C 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 Trust and Academy;
- establish effective working relationships and set a good example through personal presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- create a stimulating, lively environment for our children within which they feel safe, happy and secure;
- contribute to the corporate life of the Trust and academy through effective participation in meetings and management systems necessary to coordinate the management of the Trust / academy;
- take responsibility for own professional development and duties in relation to Trust / academy policies and practices;
- liaise effectively with parents, governors and directors
- take on any additional responsibilities which might from time to time be determined.

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

**D. Support the strategic direction and development of EYFS/KS1/KS2 (working in cooperation with the EYFS/KS1/KS2 lead ) - with the support of, and under the direction of, the headteacher and leadership team to:**

- develop and implement policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning;
- have an enthusiasm for early years practice which motivates and supports other staff and encourages a shared understanding of early years practice and the contribution it can make to all aspects of pupils' lives;
- use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- develop plans for the subject which identify clear targets, times-scales and success

criteria for its development and/or maintenance in line with the school improvement plan;

- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

**Teaching and learning- to:**

- use own class as an example of high quality teaching and learning in the subject;
- establish clear targets for achievement in the early years and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data
- evaluate the teaching in early years by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- develop effective links with the local community including parents, business and industry;
- ensure that teachers are aware of the implications of equality of opportunity which early years raises;

**Leading and managing staff - to:**

- enable all teachers to achieve expertise in planning for and teaching in early years through example, support and by leading or providing high quality professional development opportunities;
- ensure that the Headteacher, leadership team and governors are well informed about policies, plans, priorities and targets for early years and that these are properly incorporated into the academy improvement plan.

**Effective deployment of resources - to:**

- support the Headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including IT applications to the subject;
- be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;
- support the Headteacher by maintaining efficient and effective management of the expenditure for the subject;
- help colleagues to create a stimulating learning environment for the teaching and learning of early years/primary;

- Take on any additional responsibilities which might from time to time be determined.

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To be signed on appointment

Agreed by ..... (employee) ..... (Headteacher)

Date .....