

St Michael with St John Church of England Primary School



Nurture, Inspire, Achieve!

Job Description – Class Teacher

Our Vision

Guided by our Christian values, we strive to inspire and raise aspirations. We will nurture our children so they are equipped to overcome life's challenges and make a positive contribution to society. We endeavour to instill love and respect for one another, working together to create a happy school community.

With God all things are possible (Matthew 19:26)

JOB OUTLINE

Under the direction of the Headteacher, carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions document, and in accordance with the latest Teachers' Standards. In addition, the specific requirements of teachers, along with the particular duties expected have been set out below:

1. CORE PURPOSE

- Teach in accordance with the vision, organisation and policies of the school as a fully committed member of the teaching team.
- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support designated curriculum areas as appropriate.
- Monitor and support the overall progress and development of pupils as a teacher.
- Facilitate and encourage learning experiences which provide pupils with the opportunity to achieve their individual potential.
- Contribute to raising standards of pupil attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

2. SCHOOL'S VISION, VALUES AND ETHOS

- Work with the Headteacher and colleagues in creating, inspiring and embodying the Christian vision, values and ethos of this Church school, securing these with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and children to achieve their highest potential.
- Attend, take part in and lead acts of collective worship in accordance with the school's policy and to actively support links with St Michael with St John CE Primary School, the Church and Diocese.
- Implement the policy of the school on Religious Education in accordance with the trust deed.
- Ensure that pupils have a safe and caring environment both in school and on out of school activities.
- Foster good relationships with all members of the school and local community including parents.
- Promote the school and all it stands for on all occasions, in particular, work with stakeholders.
- Celebrate the successes of the school and at every opportunity.
- Act as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment
- Perform, in accordance with any directions which may reasonably be given by the Headteacher, such particular duties as may be assigned.

3. TEACHING

- Teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere as required.
- Ensure a high-quality learning experience for pupils.
- Ensure that you have greater depth understanding of the Key Stage curriculum in which you teach.
- Ensure that the relevant Key Stage curriculum is planned progressively and comprehensively.
- Assess record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Provide or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Prepare and update teaching and learning materials as required to ensure a quality learning experience for all pupils.
- Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the curriculum.
- Maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, uniform, standards of work and homework.
- Mark, assess and give written/verbal feedback as required.
- Set appropriately targets for pupils in-line with school policy and procedure as required.

4. STAFFING

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the school's Appraisal process.
- Ensure the effective/efficient deployment of classroom support staff.
- Work as a member of a designated team and to contribute positively to effective working relations within the school.
- Stay up-to-date with changes and developments in the structure of the curriculum.

5. QUALITY ASSURANCE

- Contribute to the process of monitoring and evaluation of the curriculum in-line with agreed school procedures including evaluation against quality standards and performance criteria. To seek / implement modification and improvement where required.
- Review methods of teaching and programmes of work as requested.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

6. MANAGEMENT INFORMATION

- Maintain appropriate records and to provide relevant accurate and up to date information for Management Information Systems, registers, target setting, tracking data etc.
- Complete the relevant documentation to assist in the tracking of pupils,
- Track pupil progress and use information to inform teaching and learning.

7. SUBJECT / CURRICULUM LEADERSHIP (N/A FOR ECTs)

- Lead a specific curriculum area or areas by keeping up-to-date with current educational practice and implementing new initiatives in the school at the direction of the Senior Leadership Team.
- Ensure that the curriculum area is adequately resourced.
- Prepare an action plan and manage an allocated budget.
- Analyse attainment data / other data for the curriculum area and report back to the Senior Leadership Team with areas for development and strategies to address these.

8. COMMUNICATION

- Communicate effectively with the parents of pupils as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

9. MARKETING & LIAISON

- Take part in marketing and liaison activities such as Open Evenings/Days, Parents Evenings, Review Days and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

10. MANAGEMENT OF RESOURCES

- Contribute to the process of the ordering and allocation of equipment and materials.
- Assist subject leaders to identify resource needs for curriculum areas you teach and contribute to the efficient / effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, and the pupils.
- Organise the classroom and learning resources to create a positive and safe learning environment.

11. OTHER SPECIFIC DUTIES

- Play a full part in the life of the school community encouraging other staff and pupils to follow our ethos and vision. values and ethos at all times.
- Continue personal development as agreed.

- Adhere to safeguarding policies and procedures.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- Undertake any other duty as specified by the Headteacher not mentioned in the above.

12. EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

13. HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to safeguarding and child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

14. DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the school's and Blackburn with Darwen's pre-employment checks.

15. ADDITIONAL INFORMATION

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in appraisal and development as required by the schools' policies and practices.

16. REVIEW OF DUTIES

- The postholder may be required to perform any other reasonable tasks after consultation. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification at any time after consultation with the postholder.
- The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The postholder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.