



Job Description **Class Teacher**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies and the teachers' Professional Standards under the direction of the head teacher

Areas of Responsibility and Key Tasks

CLASS TEACHER

Planning, Teaching and Class Management

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

- Identifying clear learning intentions/success criteria and specifying how they will be taught and assessed
- Setting tasks and a progression of work which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying and differentiating for all groups of children
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment (formative and summative) and ensure coverage of programmes of study
- Ensuring effective teaching and best use of available time
- Maintaining discipline in accordance with the school's procedures and encourage good practice with regard to attendance, punctuality, behaviour, standards of work and homework
- Using a variety of teaching methods in order to:
 - match style of teaching to content, structure information, present a set of key ideas and use appropriate vocabulary
 - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - select appropriate learning resources and develop study skills through different sources (i.e. Computing)
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Taking account of pupils' needs by providing structured learning
- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentration and perseverance, and to listen attentively
- Using a variety of teaching strategies which involve planned adult intervention and first-hand experience as a vehicle for learning
- To communicate and co-operate with outside agencies and participate in meetings arranged for any purposes relevant to pupils in your class
- To order and monitor use of resources specific to your year group
- Ensuring all pupils have equal opportunities within the classroom and school, in all aspects

Safeguarding

- It is the responsibility of every member of staff to ensure that pupils and staff are safe
- It is the responsibility of every member of staff to report any incidents, or concerns (including e-safety), about the safety of a pupil to the relevant members of staff in line with the Safeguarding Policies and procedures

Monitoring, Assessment, Recording and Reporting

- Assess how well learning intentions have been achieved and use them to improve specific aspects of teaching and learning
- Mark and monitor pupils' work (using the schools' Assertive Marking & Feedback Policy) and set targets for progress (reviewed every half term)
- Assess and record pupils' progress systematically and keep records (according to those specified by the school)
- Check work is understood and completed, monitor strengths and weaknesses and used to inform planning
- Identify the level at which the pupil is achieving and implement the next steps for progression
- Undertake assessment of pupils as requested by examination bodies, departmental and school procedures
- Prepare and present informative reports to parents (verbal and oral)
- Prepare and discuss pupil progress at termly meetings and review target group

Staff meetings

- To attend and offer a constructive contribution to meetings
- To follow up all agreed directives

Appraisal & Pupil Progress

- To be fully prepared for all related Appraisal and Pupil Progress meetings, including self-evaluation of strategies and own performance, and to act upon advice given
- To effectively manage the appraisal of support staff

Further Training and Professional Development

- To keep up-to-date on new initiatives and to keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.
- To ensure your own subject knowledge of the curriculum you are currently teaching is good enough to be able to teach the relevant curriculum.

General Professional Duties

- To carry out all additional duties as may be reasonably assigned to you by the head teacher
- On occasions it may be necessary for you to teach, or take responsibility for pupils, other than your allocated class
- To apply all aspects of the job descriptions to beyond your own class (i.e. corridors, playtime etc)
- Adhere to the school's Code of Conduct
- To contribute to the overall life and work of the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Name of teacher: _____

Date: _____

Signature: _____