

JOB DESCRIPTION

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| School: EP Collier Primary School | Department/Division: Education & Community |
| Post Reference No: | Location: EP Collier Primary School |
| Job Title: Class Teacher | Grade/Salary Range: Main Pay Range |

JOB PURPOSE

In addition to the conditions of service as set out in the most recent edition of the School Teachers' Pay and Conditions document, a class teacher is expected to:

- Fulfil all aspects of the most recent edition of the Teachers' Standards
- Be responsible to the Head teacher and Governing Body of the School

MAIN DUTIES AND RESPONSIBILITIES

Professional Values and Practices

- Be a full member of the team and be supportive of all staff
- Have high expectations of all pupils, respecting individual differences in culture and background and reflecting this in the environment of the classroom
- Treat all pupils consistently, with respect and consideration demonstrating and promoting the positive values, attitudes and behaviour that you expect from their pupils and in line with the school's values
- Communicate effectively and sensitively with parents and carers recognising their roles, rights and responsibilities in relation to pupils' learning
- Play an active role in full staff and key stage meetings and offer relevant expertise within a whole school approach to a particular development area
- Improve their own teaching, by evaluating it and learning from the effective practice of others and engaging in performance management
- Be motivated and able to take increasing responsibility for your own professional development
- Follow the school's confidentiality and safeguarding policy / guidelines
- Understand the need for confidentiality

Knowledge and Understanding

- Act as a lead for at least one subject area and implement, pinpointing areas for future development
- Know and understand the relevant National Curriculum programmes of study for your specialist subject
- Have good knowledge and understanding of all subjects and National Curriculum expectations taught across your key stage

Planning, Expectations and Targets

- Establish an effective rapport with the children to help develop their social and academic potential
- Plan work appropriate to the pupils in the class in accordance with the school's schemes of work
- Set challenging teaching objectives which are relevant to all pupils

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| <ul style="list-style-type: none"> • Use teaching and learning objectives to plan and sequence lessons, showing how you will assess pupils' learning • Plan opportunities for pupils to learn in out of school contexts • Liaise regularly with the SENDCo and keep and update IEPs • Be responsible for the appropriate use of PPA time |
| Monitoring and Assessment |
| <ul style="list-style-type: none"> • Mark, evaluate and record progress of individual pupils in line with the National strategies and school based initiatives • Administer tests or assessments in line with school, LA and National requirements • Make appropriate use of a range of monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives • To use records as a basis for writing reports on pupils' attainment and progress for parents, carers and other professionals |
| Class Management |
| <ul style="list-style-type: none"> • Have high expectations of pupils and provide a stimulating and secure environment, mindful of the school's Health and Safety Policy • Teach clearly structured lessons or sequences of work which interest and motivate pupils • Differentiate teaching to meet the needs of all pupils • Organise and manage teaching and learning time effectively • Organise and manage the physical learning space, tools etc. safely and effectively • Set high expectations of pupils' behaviour and establish a clear framework for classroom discipline, promoting self-control and independence in line with the school's behaviour policy |
| General |
| <ul style="list-style-type: none"> • Read and implement all school policies • Be aware of the school's Confidentiality Policy • Performance Manage relevant staff • Staff have a responsibility to Safeguard and promote the welfare of pupils and must demonstrate a commitment to inter-agency working |
| Special/Other Requirements or Responsibilities of this Post |
| <p>What level of DBS check is required for this post? NONE/STANDARD/ENHANCED</p> <p>Does the post require a Protection of Vulnerable Adults (POVA) check? YES/NO</p> <p>Does the post require a Protection of Children Act (POCA) check? YES/NO</p> <p>What other security/safer recruitment clearances are required for this post (<i>excluding standard identity/work permit/education qualification checks</i>)? – Please specify</p> <p>Is this post 'politically restricted'? YES/NO</p> <p>You have a duty to be aware of your financial responsibilities as outlined within the Financial Procedures Manual</p> <p>What Level H&S Responsibilities are applicable to this post? LEVEL 1/LEVEL 2/LEVEL 3</p> |
| Signed |

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| Date |