**Pear Tree Mead Primary Academy**

**Job Description**

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| **Post Title:** | Class Teacher |
| **Responsible to:** | Head Teacher, Deputy Head, Phase leader |
| **Responsible for:** | All members of the teaching staff are required to carry out the duties of a school teacher as set out in the current ‘School Teachers Pay and Conditions‛ Document. |
| **Scope:** | Class teacher (including subject leader and phase leader responsibilities)  |
| **Salary/grade:** |  |
| **Main (Core) Duties** | **Teaching*** Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
* Planning, preparing and assessing lessons in line with school policies and schemes of work
* Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets (QFT)
* Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
* Setting of work for pupils who may not be able to attend school, in agreement with the Deputy Head Teacher
* Providing feedback to pupils and parents in line with school policies
* Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in-line with the school assessment policies
* Administering assessment tasks and test in-line with school policy

**Other Activities** * To promote the positive ethos and culture of the school to staff, governors, parents, children and members of the wider community
* Contribute to and support the overall ethos/work/aims of the school
* Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head teacher and Deputy Head Teacher
* Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
* To promote the general progress and well-being of individual pupils throughout the school, in line with the Healthy Schools standards and action plan and Every Child Matters Document
* To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in-line with school policies and in consultation with the family support team and/or SENDco
* Keep records and make reports on the personal and social needs of pupils
* Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above including IEP Meetings
* To inform the safeguarding lead (Assistant Head) immediately of any concerns regarding a pupil’s welfare
* To communicate and consult with parents of pupils and provide an accurate written annual report for parents
* To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
* To safeguard every pupil’s health, safety and well-being in-line with school policies
* To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
* To lead assemblies and to attend assemblies, when requested by the Headteacher
* To register pupils at the start of the school day and after the lunch break
* To supervise pupils throughout the school, during playtimes and at any other times requested by the Headteacher/Deputy Headteacher
* To respect confidentiality at all times

**Management*** To plan, organise and manage the work of the Learning Support Assistant assigned to the class, in order to have a positive impact on pupil progress
* To liaise with the SENDco to contribute to the planning and organising of the work of any SEN LSA, in order to have a positive impact on pupil progress
* To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manor

**Training and Development*** Review and evaluate the teaching methods and schemes of work
* Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
* To participate in performance management reviews in-line with school policy
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| **Subject Leader responsibilities**  | * Scrutinising teachers’ planning, lessons and students’ workbooks and learning
* Feeding back to teachers and supporting them to make improvement in their teaching and the children’s learning
* Attend relevant continued professional development (CPD) courses to keep up to date with latest curriculum changes, then passing on information learnt from these to the wider subject team via PDM meetings
* Looking for and sharing good education resources (such as apps, websites, software and teacher-made resources) among the phase/school
* Sharing examples of good practice with own and other schools. For example, lessons are observed by new teachers from own and possibly other schools in the school’s local area.
* Timetabling, and ensuring that all necessary and important topics are covered throughout the school year. Monitoring that this is being followed and taught.
* Formulating the subject policy and sharing information about it with students and staff.
* Organising resources
* Setting targets and writing the subject action plan linking this to help achieve the school priorities. Making sure that the actions are carried out and evidence and impact are gathered.
* Supporting staff in the school with their subject knowledge and teaching, especially newly qualified teachers (NQTs)
* Encouraging parents to get more involved and engaging parents when necessary in the subject.  Supporting parents to understand the subject and how to support their child - keeping the school website up to date
* Raising the profile of their subject in the whole school
* Assessing levels of knowledge among staff and deciding if training is needed
* Finding a way to meet these training needs when necessary, such as meetings or training sessions
* Inputting and consulting on the other school policies that may be relevant – e.g. homework, feedback, curriculum, etc
* Collecting data for their subject across the whole school to make positive changes where necessary, supporting the SDP - understanding the school strengths and weaknesses in their subject and what they are doing to support these areas of development
* Liaising with the senior leadership team (SLT) to look at data, such as progress and expectations data, and ensure that progress is on track
* Informing SLT and the governors about their subject, data, action plan, next steps, strengths and areas for development via the governor report, governors meeting, SL SEF, SL meetings etc
* Gathering information and opinions from children about their subject across the school – acting on this where necessary
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| **Phase Leader responsibilities**  | * To carry out the duties of a class teacher to a high standard
* To be a role model to the phase
* To remind and support the phase to meet deadlines
* To support and lead the phase, via mentoring, coaching, guiding, demonstrating, feedback etc
* To run phase meetings and keep up to date records stating actions and outcomes
* To take information, ideas and feedback to the leadership team
* To oversee and check the curriculum newsletters so that information is provided to parents in line with school policy.
* To offer support to staff in the phase with classroom and behaviour management
* To see parents via the communication chart - after the class teacher, to liaise with the class teacher after this and follow through actions as needed.
* To lead, enthuse, motivate staff in the phase
* To offer ideas on learning and teaching to the phase
* To take in absence calls from the phase, report absences and sort cover if needed
* To promote positive messages throughout the phase and all stakeholders
* To attend leadership meeting fortnightly and feedback information to staff
* To take responsibility for the phase data, target setting and its part in the SDP - share actions with staff
* To write an action plan for the phase (KS1 and KS2)
* To write a budget bid and oversee the budget spend for the phase (EYFS, KS1 and UKS2)
* To oversee and organise the intervention LSA, the timetable and what is being run
* To contribute to and actively support the school policies, ethos, aims, security, behaviour management.
* To work together and actively engage with the governors as part of their monitoring.
* To oversee consistency across the phase – e.g. data moderation, classroom expectations, book expectations
* To liaise with other phase leaders and ensure progression and continuity across the school
* To lead workshops, events, trips, phase activities, parent workshops, meetings or support those doing so if this is needed.
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The duties above are neither exclusive or exhaustive and post holder may be required by the headteacher to carry out appreciate duties within the context of the job, skills and grade.

*\*In addition to the responsibilities outlined in the above job description, the post holder may be asked to undertake any other duties which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated in the job description for specific cases.*