



Templefield Lower School Class Teacher Job Description

Post Title: Class Teacher
Salary Scale: Main Scale
Responsible to: Headteacher

Purpose of the Job

- Be responsible for the education and welfare of a designated class of children in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard for the requirements of the curriculum, the school aims and the policies of the governing body.
- To take responsibility for the development, well-being and discipline of all pupils.
- To manage the teaching and learning of a class within the school in accordance with school policy and in pursuit of high standards of achievement for all pupils.
- To promote good relationships with parents and the community.

Duties and Responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*.

Teaching and Learning

- Have high expectations of all pupils, including a commitment to ensuring that they achieve their full potential and to establish fair, respectful, trusting, supportive and constructive relationships with them.
- Know how to make effective personalised provision for all pupils, including those for whom English is an additional language and those who have special educational needs or disabilities, and how to promote equality and inclusion in your teaching.
- Implement the school's aims, as outlined in policies, and the teaching and learning policy in particular.
- Work with colleagues to plan tasks in order to meet the individual needs of pupils.
- Have a secure knowledge and understanding of the relevant curriculum and related pedagogy, including recent developments.
- Use an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and take practical account of diversity and promote equality and inclusion.
- Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise attainment.
- Use assessment as part of your teaching to identify learners' needs, set realistic and challenging targets for improvement and plan future teaching.
- Set homework and plan other out-of-class activities to consolidate and extend pupils' knowledge and understanding as appropriate.

Assessment, Recording and Reporting

- Give pupils regular feedback, both orally and through quality marking, and encourage pupils to respond to feedback and reflect on their learning.
- Complete assessment records, including on-line systems.
- Participate in assessment arrangements agreed by the school and as legally required.
- Communicate effectively with parents and carers, conveying timely and relevant information about attainment, objectives, progress and well-being, including mid-year and end-of-year reports.
- Know a range of approaches to assessment, including the importance of formative and summative assessment.

- Know how to use local and national statistical information to evaluate the effectiveness of your teaching, to monitor the progress of your pupils and to raise attainment.
- Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback on their strengths, weaknesses, attainment, progress and areas for development, including action plans for improvement.

Effective Management of Resources

- Take responsibility for the work of additional adults within your room.
- Make effective use of ICT in teaching and learning.
- Manage and maintain physical resources within the teaching area.

Behaviour and Safety

- Be able to hold positive values and attitudes and adopt high standards of behaviour in your professional role.
- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances and when to refer them to colleagues for specialist support.

Professional Development

- Attend staff meetings as required in order to develop and review school policy.
- Be able to evaluate performance and be committed to improving practice through appropriate professional development.
- Have a creative and constructively critical approach towards innovation, being prepared to adapt your practice where benefits and improvements are identified.
- Act upon advice and feedback and be open to coaching and mentoring.

Strategic Direction and Development of a Curriculum Area

- Develop, promote and ensure implementation of the whole school policy for a curriculum area.
- Use national, local and school data effectively to monitor standards of achievement across the school in the allocated curriculum area.
- Produce subject action plans to develop the curriculum area in relation to targets for improvement, resources and staff professional development requirements.
- Monitor progress towards achieving actions identified in the curriculum area action plan and use this information to plan future developments.
- Lead by example, deliver professional development activities, including INSET, and provide support to colleagues.
- Ensure newly qualified teachers and staff new to the school, receive appropriate support.

This job description may be amended at any time following discussion between the governing body and the headteacher, and will be reviewed annually.

Signed (Employee) _____ Date _____

Signed (Headteacher) _____ Date _____