



## **Job Description**

### **Class Teacher**

#### **Job details**

**Salary:** MPS

**Reporting to:** Deputy Head and Headteacher

#### **Main Purpose**

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD)
- Meet the expectations set out in the Teachers' Standards
- White Rock Primary School is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well-being of children.

#### **Qualities**

The teacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

#### **Duties and responsibilities**

##### **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Demonstrate best practice in relevant Key Stage, using engaging strategies to boost classroom engagement

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Ensure teaching and learning within your subject / Key Stage is aligned with school ethos, identifying any procedural issues and providing workable solutions

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in professional development within your subject / Key Stage, sharing ways to improve subject teaching with others

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- The teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

### **General Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Contribute to the overall ethos and aims of the school
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.
- Any other duty as required by the line manager commensurate with the post.

## **Support for the School**

- Participate in training, induction and development activities and programmes, and attend and participate in meetings as required.
- Participate in the supervision, induction, training and development of colleagues as required.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:  child protection/safeguarding children, health, safety and security, confidentiality, and data protection
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- To be aware of the diverse background of pupils and to respect the dignity of pupils.
- Undertake these duties within agreed school objectives, policies and procedures and promote the schools Equal Opportunities Policy.

## **Health and Safety**

All employees will ensure that they:

- Take care of their own safety and that of others.
- Ensure that products, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist in reporting to their line manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

## **Other information**

- All staff must commit to Equal Opportunities and anti-discriminatory practice.
- The School operates a smoke free policy and the post holder is prohibited from smoking on School premises. Staff will not be released for a break that is specifically for smoking.
- The post holder is expected to familiarise themselves with and adhere to all relevant school policies and procedures which are relevant to the role.
- The post holder must comply with the School Health and Safety requirements.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

June 2022

This job description may be amended at any time in consultation with the postholder.

**Postholder's signature:**

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**Date:**

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