



St Barnabas and St Philip's
Class Teacher Job Description

Designation: Class Teacher

Location: St Barnabas and St Philip's School

Reporting to: Headteacher/Deputy Headteacher

Grade: Upper Pay Scale 1-2

This job description includes references to:

- The School Improvement Plan
- Professional Standards for Teachers
- Teacher Appraisal Part 1

General Description of the post

The holder of this post is expected to carry out the professional duties of a teacher as described below and as expected in the most recent School Teachers Pay and Conditions Document (STPCD), as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. In addition, certain duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the class teacher to ensure that his/her professional duties are discharged effectively.

The post-holder is required to fully support the vision, ethos (including the Christian values) and policies of the school.

The Teacher must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

This job description sets out the duties to be undertaken and performed to the satisfaction of the Headteacher and Governing Board by the class teacher. The duties set out below relate to the overall class teaching requirements and related expectations of a class teacher.

Responsibilities

The post-holder is accountable to their line manager in all matters.

The appraisal process is the vehicle for determining the performance of a teacher and this assessment will directly relate to pay determination (in accordance with the school pay policy), CPD provision and career advancement (in accordance with the school CPD policy).

Part 2

Promotes good progress and outcomes

- Is accountable for pupils' attainment, progress and outcomes.
- Plans teaching to build on pupils' capabilities and prior knowledge.
- Guides pupils to reflect on the progress they have made and their emerging needs.
- Demonstrates knowledge and understanding of how pupils learn and how this impacts on teaching.
- Encourages pupils to take a responsible and conscientious attitude to their own work and study.
- Adapts teaching to respond to the strengths and needs of all pupils
- Knows when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Has a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these.
- Demonstrates an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- Has a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

Makes accurate and productive use of assessment

- Knows and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Makes use of formative and summative assessment to secure pupils' progress.
- Uses relevant data to monitor progress, set targets, and plan subsequent lessons.
- Gives pupils regular feedback, both orally and through the school's feedback policy, and encourage pupils to respond to the feedback.
- Prepare children for, administer and organise relevant end of year or key stage assessments.
- To assess, record and report on the development, progress and attainment/achievement of pupils in oral and written form.

Demonstrates good subject and curriculum knowledge

- Has a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
- Demonstrates a critical understanding of developments in the subject and curriculum areas and promote the value of scholarship.
- Demonstrates an understanding of and takes responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
- In teaching early reading, demonstrates a clear understanding of systematic synthetic phonics.
- In teaching early mathematics, demonstrates a clear understanding of appropriate teaching strategies.

Plans and teaches well-structured lessons

- Impart knowledge and develop understanding through effective use of lesson time.
- Promotes a love of learning and children's intellectual curiosity.
- Sets homework and plans other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflects systematically on the effectiveness of lessons and approaches to teaching.
- Contributes to the design and provision of an engaging curriculum within the relevant subject area(s).

Sets high expectations which inspire, motivate and challenge pupils

- Establishes a safe and stimulating environment for pupils, rooted in mutual respect.
- Sets goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Demonstrates consistently the positive attitudes, values and behaviour which are expected of pupils.

Manages behaviour effectively to ensure a good and safe learning environment

- Has clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Has high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

- Manages classes effectively, using approaches which are appropriate to pupils' needs to involve and motivate them.
- Maintains good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Fulfils wider professional responsibilities

- Makes a positive contribution to the wider life and ethos of the school.
- Develops effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploys support staff effectively.
- Lead a curriculum area.
- Takes responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues communicates effectively with parents with regard to pupils' achievements and well-being.
- Fully committed to using the Christian ethos and principles of the school to help achieve our school mission and vision and to support teaching and learning.
- To participate in In Service Training (INSET)/Continuing Professional Development (CPD) meetings at the school and meetings which relate to the administration or organisation of the school.

Other Responsibilities

- To have due regard to and follow the school's safeguarding procedures in line with the child protection policy.
- To have due regard to and follow the school's health and safety procedures.
- To attend assemblies, collective worship and school church services.

Upper Pay Range Responsibilities

In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as an Upper Pay range teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the responsibilities listed below:

Upper Pay Range 1

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers (and trainee teachers), give advice to them and demonstrate to them effective teaching practice to help them meet the relevant standards and develop their teaching practice
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.

Upper Pay Range 2

The items listed in Upper Pay Range 1 and:

- Play a critical role in the life of the school
- Provide a role model for teaching and learning including mentoring of ECTs, where appropriate.
- Make a distinctive contribution to the raising of pupil standards.
- Contribute effectively to the work of the wider team.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

In addition, to undertake such duties of a similar nature as may be reasonably directed by the headteacher.

Note:

The duties and responsibilities of this post may vary according to the changing needs of the school. This job description and person specification criteria may be reviewed at the discretion of the Headteacher in the light of changing requirements and in consultation with the post holder and governing body.

Date of issue: _____

Signature of Teacher: _____

Signature of Headteacher: _____