JOB DESCRIPTION

JOB TITLE: Full-time Class Teacher

GRADE: Main Scale

FUNCTION: To teach a primary class. Year group to be confirmed.

RESPONSIBLE TO: The Headteacher and Governing Body

- You are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document and meet the Teachers' Standards.

You are required to undertake the following responsibilities:

TEACHING

- plan and teach well-sequenced lessons across a broad curriculum, identifying the important knowledge and skills pupils need and building on prior learning;

- teach according to the educational needs of the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere;

- use questioning, discussion and other formative assessment to check every pupil's understanding, identify misconceptions and adapt teaching promptly;

- provide effective feedback to further learning in line with the school policy;

- assess, record and report on the development, progress and attainment of pupils;

- demonstrate good classroom practice in the following areas:

  a) classroom organisation
  b) standards of achievement
  c) pupil behaviour

d) presentation of work

e) care and maintenance of all resources

f) display and general learning environment;

- liaise with colleagues as appropriate in areas of curriculum planning;

- use the allocated PPA time effectively;

- have high expectations of the pupils' behaviour, academic and social abilities, and set clear targets that are both realistic, measurable and which build upon prior knowledge or attainment;

- regularly use homework (in accordance with the School Homework Policy) to consolidate and extend learning and encourage pupils to take responsibility for their own learning;

- establish and maintain a high standard of behaviour by the use of praise, rewards and sanctions in line with the school policy, and thereby create an environment in which pupils feel safe, secure and confident.

- deploy additional adults and resources effectively, providing clear guidance so support promotes learning and increasing independence;

demonstrate strong subject knowledge, particularly in English and mathematics, using clear explanations, explicit modelling, scaffolding and purposeful practice;

maintain high expectations and adapt teaching for pupils with SEND, disadvantaged pupils and pupils with English as an additional language, addressing barriers while retaining appropriate challenge;

develop pupils' vocabulary, spoken language, reading, writing and mathematical understanding across the curriculum;

ASSESSMENTS AND REPORTS

- be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge;

- be familiar with statutory assessment and reporting procedures, and to prepare and present helpful and accurate information as required;

- make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform teaching and learning planning;

- write informative annual reports to parents/carers;

- discuss pupils' progress and welfare with parents/carers – both formally, e.g. at parents' evenings and also informally at other times;

- work with the SENDCo to plan, implement and review provision and individual targets through the school's agreed systems, including contributing to the assess, plan, do, review cycle and relevant EHCP reviews;

- provide or contribute to oral and written reports and references relating to individual pupils and groups of pupils;

OTHER ACTIVITIES

- uphold the school's Christian vision and values of Believe, Belong and Flourish;

- encourage pupils to be part of a school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness;

- promote the general progress and well-being of individual pupils and of the class of pupils assigned to you;

- liaise with parents and carers of pupils;

- communicate and co-operate with outside agencies where necessary;

- participate in meetings arranged for any of the purposes described above;

- take a full part in collective worship as required (but without affecting your right to withdraw for reasons of conscience);

- participate in meetings at school which relate to the curriculum or the administration or organisation of the school including pastoral arrangements;

- work with other members of staff in order to develop and improve the teaching and learning throughout the school;

- take on such extra responsibilities and duties, as negotiated, in support of the life and work of the school commensurate with your status and in accordance with the School Improvement Plan;

- ensure that all school policies are followed at all times.

SAFEGUARDING AND PROFESSIONAL RESPONSIBILITIES

safeguard and promote pupils' welfare, following the school's child protection policy, staff code of conduct and current Keeping Children Safe in Education guidance;

recognise, record and report safeguarding concerns promptly through agreed procedures, including concerns about adults, and undertake required training;

maintain appropriate professional boundaries, confidentiality and accurate records, sharing information appropriately;

promote good attendance and punctuality, record attendance accurately and raise concerns through school procedures;

support effective transition between classes and settings, sharing relevant information about learning, welfare and additional needs;

contribute to school improvement, respond constructively to feedback and work collaboratively to improve teaching and pupil outcomes;

CONTINUING PROFESSIONAL DEVELOPMENT

- participate in the agreed arrangements for appraisal or statutory induction, as appropriate;

- in conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning;

- undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available;

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Teacher's signature: …….. Date: …….

Headteacher's signature: …….. Date: …….