



# Weston Green School

## **JOB DESCRIPTION: CLASS TEACHER**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher

### **Areas of Responsibility and Key Tasks**

#### **Pastoral Care**

- Take responsibility for the safety, education and social development of each pupil in your class
- Take responsibility for promoting and safeguarding the welfare of pupils and ensure you have the highest regard for the school's safeguarding policies and procedures
- Provide a role model for the development of pupils' social behaviour, values and attitudes
- Provide a safe, secure and well-organised environment that encourages the development of pupils as independent learners and considerate members of the school community
- Implement school policies and guidelines for all areas of pastoral care
- Build and maintain positive relationships with parents

#### **Planning, Teaching and Classroom Management**

- Work alongside colleagues to plan a broad and balanced curriculum that reflects WGS's high expectations across all areas of teaching and learning.
- Be accountable for the attainment, progress and outcomes of pupils you teach
- Prepare long, medium and short term plans, curriculum notes and schemes of work appropriate to the needs, interests, experience and existing knowledge of your pupils
- If teaching early reading and phonics demonstrate a clear understanding of appropriate teaching strategies e.g. Letters and Sounds
- Monitor pupils' reading and ensure provision of a wide range of appropriate reading material for progression
- Identify clear learning objectives for each lesson and specify how these will be taught to ensure pupil progression
- Take responsibility to ensure the learning needs of the whole class are met by providing suitably differentiated activities
- Set clear targets, building on prior attainment
- Identify SEN needs or those of the more able pupils
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of formative and summative assessment
- Provide opportunities for children to use ICT through cross-curricular activities
- Liaise with specialist subject staff, as appropriate, to help deliver the curriculum
- Organise the classroom and resources within to create a positive learning environment and ensure pupils have opportunities to take responsibility for their own learning



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- Prepare pupils' work for displays, always maintaining high standards of display classrooms and, jointly with colleagues, throughout the school
- Take responsibility for discipline within the classroom as set out school policies. Encourage high standards of behaviour throughout the school
- Use a range of teaching strategies
- Establish good working relationships with teaching assistants (TAs)
- Evaluate own teaching and effectiveness, taking a critical approach to further professional development

### **Curriculum Development**

Take lead responsibility for a subject area and develop plans which identify clear targets and success criteria for its development (as outlined in the Subject Leaders Job Description). Contribute towards whole school evaluation, planning and improvement

### **Monitoring, Assessment, Recording and Reporting**

- Mark pupils' work promptly and positively, and comment appropriately with regard to specific learning intentions and future targets, thereby facilitating positive pupil development
- Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and identify the level at which the pupil is achieving
- Liaise with Head Teacher, Director of Studies, Head of Learning Support and/or parents, as appropriate
- Take part in and implement results of whole school assessment initiatives, such as reasoning tests or assessment of writing, to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school
- Meet with parents formally, and informally as required, to discuss pupils' well-being, progress and individual needs, specifically special skills and talents, as well as difficulties
- Write academic reports as required
- Liaise with Head of Learning Support to write and review ISPs as necessary
- Ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils
- Adhere to the practice of confidentiality regarding pupils' records as outlined in the Employment Manual and Staff Contract.

### **Professional Development and Responsibilities**

- Demonstrate a commitment to promote the school's aims, ethos, vision good and reputation at all times
- Demonstrate an excellent working knowledge of teachers' professional duties, professional standards and legal liabilities
- Keep up to date with current statutory requirements, educational initiatives and practice, through personal study, attendance at courses and peer observation



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- Regularly review the effectiveness of your teaching and assessment procedures and their impact on pupils' progress, attainment and well being, refining your approach where necessary and responding to advice and feedback from colleagues
- Register the attendance of and supervise pupils, before, during and after school as appropriate
- Maintain competent ICT skills to use in teaching and in general class administration
- Participate in the annual Professional Development Review
- Participate in any relevant meetings/professional development opportunities which relate to pupils, curriculum or organisation of the school including pastoral arrangements and assemblies
- Make a positive contribution to the wider life and ethos of the school
- Work collaboratively with others to develop effective professional relationships
- Carry out extra duties as required by Head Teacher
- Assist with special events e.g. plays, concerts, school outings, sporting events, clubs and take part in events that may be during the evenings or, occasionally, at weekends
- Ensure that you have regard for all health and safety procedures and report any concerns regarding health and safety immediately to the Head Teacher
- Have a good working knowledge of whole school policies and aims

*This job description will be reviewed regularly and may be subject to amendment 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 Weston Green School in relation to the post holder's professional responsibilities and duties.*