

Job Description – Class Teacher

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Teaching and Class Management

- establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident;
- set high expectations for pupils' behavior, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships;
- provide clear structures for lessons maintaining pace, motivation and challenge
- use a variety of teaching methods to:
 - (i) develop pupils' thinking through the implementation of the Thinking School Programme;
 - (ii) structure information well, including outlining learning intentions and summarizing key points as the lesson progresses;
 - (iii) instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary;
 - (iv) use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
- select appropriate learning resources and develop study skills through the use of the library, ICT and other resources;
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subjects taught;
- critically evaluate teaching to improve effectiveness.
- Promote the general progress and well-being of all children in the school

Planning

- identify clear teaching and learning objectives and specify how these will be taught and assessed;
- set tasks, including homework, which challenge pupils and ensure a high level of interest;
- set appropriate and demanding expectations for pupils' learning, motivation and presentation of work;
- set clear targets building on prior attainment;
- identify and differentiate for the needs of individuals and groups within the class, taking note of Individual Education Action Plans;
- make effective use of assessment information when planning lessons;
- plan opportunities to contribute to pupils' thinking, numeracy, literacy and pastoral care
- plan for the effective use of Teaching Assistant's as appropriate.

Monitoring, assessing, recording and reporting

- assess how well learning intentions have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress in line with school policy;
- assess and record pupils' progress systematically, keeping records to check work is understood and completed, monitor strength and weaknesses, inform planning and recognise the level at which pupils are working;
- provide or contribute to oral and written assessments, reports and references relating to children, including reporting to parents

Other professional requirements

- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through presentation and personal and professional conduct;
- endeavor to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the life of the school through effective participation in meetings and extra-curricular activities;
- participate in the arrangements made for Performance Management in the school; taking responsibility for professional development in relation to school policies and practices; ensuring that all targets set at appraisal and action plans prepared are implemented
- communicate and co-operate with parents
- participating in administrative and organizational tasks related to such duties as described;
- carry out other duties as reasonably required by the Headteacher.