

JOB DESCRIPTION Key Stage 1 Teacher

POST: Class Teacher

SCHOOL: Park School

PAY RANGE: Main-Pay scale

ACCOUNTABLE TO: The Headteacher and School Board.

JOB PURPOSE

To ensure high quality education for all pupils in a designated class. To carry out the professional duties of a teacher as circumstances may require in accordance with the school's policies under the direction of the Headteacher.

AREAS OF RESPONSIBILITY AND KEY TASKS

Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge all pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting individual pupils clear targets regularly that build on prior attainment
- identifying SEN including very able pupils.
- identifying termly any pupils any pupils who require additional support and communicating their needs through the school system
- providing clear structures for lessons maintaining pace, motivation and challenge
- carry out and make use of termly assessments to ensure coverage of objectives, ensuring effective teaching and best use of available time
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- use of a variety of teaching methods to match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
- use of effective questioning, listen carefully to pupils, give attention to errors and misconceptions select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- encouraging pupils to think and talk about their learning, develop self-control and independence, as well as concentration and perseverance.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically using the school system and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving

- Undertake assessment of pupils to prepare and present informative reports to parents both verbally and in written form.

Working Relationships

- Achieve constructive working relationships with all staff.
- Direct, organise and manage the work of support staff within the classroom ensuring their effective and efficient deployment
- Liaise effectively with colleagues to ensure the successful transition of pupils through the school.
- Build and maintain co-operative relationships with parents/guardians.

Other Professional Requirements

- Evaluate own teaching critically to improve effectiveness
- Take responsibility for one's own professional development including knowledge of school policies and procedures.
- Keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings, observation of colleagues and attending coaching opportunities.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- Undertake break time, before & after school duties as directed to ensure the smooth running of the school.
- Undertake an after school club each term.
- Participate in Continuous Professional Development (CPD) through the setting of personal targets and monitoring of progress.
- Attend all INSET days
- Take on any additional responsibilities which might, from time to time, be determined helpful with the running of the school.
- Clean classroom regularly, including floor, desks/tables and paintwork to ensure a hygienic environment for everyone to work in.
- Conduct yourself in a professional way.