**Job Description for Class Teacher – 2018 - 2019**

**Brookfield School vision and values:** Brookfield School is a successful school combining high academic standards with a particular emphasis on a rich and creative curriculum. We develop the whole child to prepare him or her to do well in the wider world. Our values are achievement, appreciation, positive relationships and growth.

**Core purpose of the class teacher:** To contribute towards the school’s vision and embody its values in their everyday work. Class teachers make the children’s education their primary focus in order to achieve the highest standards of work and behaviour. They act with honesty and integrity, are committed to developing themselves as professionals, and to forging positive and supportive relationships with pupils, colleagues, parents and the wider community in the best interests of the children.

**Core requirements of the post**

1. **Pupil Achievements & Standards**

**The class teacher makes a distinctive contribution to continuously uphold and raise standards across the school. The class teacher will:**

* ensure that all children have the opportunity to flourish and to meet the school’s highest expectations
* establish a safe, supportive and stimulating environment for pupils, rooted in mutual respect
* demonstrate consistently the positive values, attitudes and behaviour which are expected of pupils
* set clear and challenging targets for pupils of all backgrounds, abilities and dispositions and monitor progress towards them.
* demonstrate knowledge and understanding of how children learn, various curriculum requirements, the SEN code of practice and how this impacts on teaching and learning
* encourage children to take a responsible and conscientious attitude to their own work and study
* be accountable for pupils’ attainment, progress and outcomes
* make use of formative and summative assessment to secure pupils’ progress
* prepare children for routine tests and assessments, for example S.A.T.s and help carry out their administration

1. **Quality of provision**

**The class teacher demonstrates expertise in their teaching and maintains a stimulating, inspiring and orderly class environment that is conducive to learning. The class teacher will:**

* promote a love of learning and children’s intellectual curiosity
* display flair and creativity in engaging, enthusing and challenging all groups of pupils
* be able to use and evaluate distinctive teaching approaches to address children’s individual needs, including those with SEND, EAL and high achievers
* routinely analyse pupil data, detect variation and develop appropriate interventions and strategies to enable all pupils, including groups of pupils, to make good or better progress
* have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and

how best to overcome these

* provide children with regular feedback and time to respond in line with the school’s marking and feedback policy
* set homework and plan other out-of-class activities to consolidate and extend the children’s knowledge and understanding
* reflect systematically on the effectiveness of lessons and approaches to teaching
* continuously seek to improve their teaching through high quality CPD and action research

1. **Behaviour & Safety of pupils**

**The class teacher promotes the general wellbeing of each pupil. He /she will:**

* set high expectations for children’s behaviour in line with the school’s behaviour policy
* develop positive and supportive relationships with children in their care
* manage classes effectively, using approaches which are appropriate to children’s needs in order to involve and motivate them
* promote children’s understanding of rights and respect in line with the UN Convention on the Rights of the Child
* nurture children’s social, moral, spiritual and cultural development
* work closely with parents /carers, colleagues and other professionals to support children’s well - being and behaviour
* consistently follow procedures set out in the school’s safeguarding, equal opportunities, behaviour and health and safety policies.

1. **Leadership and Management**

**The class teacher provides a role model for pupils and other staff, through their personal and professional conduct. The class teacher will:**

* establish positive and effective working relationships with professional colleagues
* communicate effectively with parents /carers and other professionals with regard to pupils’ achievements and well-being
* act as a mentor to children on ‘Skills for Life’ (once past their NQT year)
* contribute towards whole class and special assemblies
* participate in administrative and organisational tasks linked to their job description, such as break duties and liaising with the office staff
* be aware of the role and purpose of the governing body
* take responsibility for their own professional development, including knowledge of policies and procedures
* Contribute towards the implementation of priorities laid out in the school improvement plan.
* participate in the school’s performance management process by supporting their own and other people’s continuous professional development
* write reports as required by statutory requirements
* know and implement all agreed school policies and contribute towards their development
* undertake other duties, which may be reasonably assigned by the headteacher to ensure the smooth running of the school
* make a positive contribution to the wider life and ethos of the school, including participating in whole school activities and PTA events.

The job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the performance management process.

The holder of this post is expected to carry out the professional duties of class teacher as described above, as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher. The post-holder is required to fully support the vision, ethos and policies of Brookfield school. The post-holder is expected to meet the following guidelines, standards and targets:

1. Teacher’s Standards and, if applicable, Professional Standards for Post Threshold Teachers
2. Performance Management targets as set by their line manager in the Autumn term.
3. Staff Code of Conduct