



My Lord! Increase me in knowledge (20:114)

Job Description

Class teacher (MPS)

Employment Duties

The Education and Welfare of pupils in accordance with the requirements of the School Teachers' Pay and Conditions document, having due regard to the requirements of the National Curriculum, the school aims, objectives, schemes of work, and any policies of the Governing Body.

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

Areas of Responsibility and Key Tasks

a) Planning, Teaching and Class Management - To:

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

- identifying clear teaching objectives and specifying how they will be taught and assessed
- Plan opportunities for children's personal, spiritual, moral, social and cultural development in line with the School's Muslim ethos and values
- setting tasks which challenge pupils and ensure high levels of interest
- making the best use of resources including the deployment of support staff
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN and very able pupils and planning to meet their needs
- providing clear structures for lessons maintaining pace, motivation and challenge
- making effective use of assessment and ensure coverage of programmes of study
- ensuring effective teaching and best use of available time
- ensuring strong behaviour for learning
- paying strong attention to developing the whole child, including meeting the social and emotional development of all learners
- 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 effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- select appropriate hands-on learning resources and develop study skills through books, I.C.T. and other sources
- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- evaluate own teaching critically to improve effectiveness.

b) Monitoring, Assessment, Recording, Reporting - To:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching, engaging pupils in this process through self and peer assessments
- mark and monitor pupils' work and set targets for progress
- assess and record pupils' progress systematically 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
- prepare and present informative reports to parents.

c) Equal Opportunities – To:

- Maintain strong commitment to the principles of equal opportunities and to applying them in all aspects of school life.

d) Safeguarding – To:

- Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

e) Other Professional Requirements - To:

- have a working knowledge of teachers' professional duties and legal liabilities
- uphold the Muslim ethos of the school by ensuring all activities and approaches are appropriate and relevant (seek advice from relevant colleagues as required)
- operate at all times within the stated policies and practices of the school
- Establish and maintain good working relationships with children, colleagues, support staff, parents, members of the Al Risalah Trust and other persons involved in the life of the school.
- set a good example through their presentation and personal and professional conduct

- endeavour to give every child the opportunity to reach their potential and meet high expectations
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- ensure strong personal organisation including punctuality and attendance for meetings both in school and at other venues (e.g. courses) and the meeting of deadlines for tasks
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with other staff members, parents and governors
- present a strong role model to staff and pupils
- take on any additional responsibilities which might from time to time be determined
- to be responsible for a curriculum area.