Class Teacher

Grade: MPS Allowance: Outer London

Hours/ Time Allocation: 1265 hours over 195 days

# Qualification: Qualified Teacher Status or equivalent

**Dress Code: Smart with appropriate modification for practical activities**

Reports to: Phase Leader, Assistant Headteacher, Deputy Headteacher Headteacher

**TERMS AND CONDITIONS**

* Comply with and carry out school policies and codes of practice and the professional duties detailed within the current School Teacher Pay and Conditions Document
* Be available for work for 195 days per school year of which 190 days shall be days on which a teacher may be required to teach pupils in addition to carrying out other duties; at such times and places as is directed by the Headteacher for 1265 hours in any school year
* PPA time shall amount to not less than 10% of timetabled teaching time
* Carry out only the administrative tasks permitted under the Workforce Agreement, such as supervising and registering pupils and attending assemblies
* Uphold the expectations set out in the Teachers Standards

THE JOB DESCRIPTION

# Core Duties: Demonstrate and uphold the conditions set out in the Teachers’ Standards

**Specific Duties**

Knowledge and understanding

* Demonstrate a thorough and current knowledge of the EYFS Curriculum, National Curriculum, school curriculum, teaching methods, strategies and learning styles
* Know the school's priorities, aims, targets, policies, codes of practice and relevant action plans
* Know and understand the characteristics of good teaching and the main strategies for improving and sustaining good standards of learning, teaching and achievement for the pupils in their class and/or sets and/or groups (hereafter referred to as "their pupils"), and in their area of subject leadership

Planning and setting expectations

* Plan and prepare effectively, as part of a year group, to ensure that their pupils are challenged and supported to enable them to realise their potential
* Work in collaboration with their pupils, parents, the Inclusion Manager and any relevant professional agencies; to generate, implement, monitor and evaluate IEPs
* Teach, set and mark work, in line with school policies, for their pupils

 Teaching and managing pupil learning

* Communicate and display clear learning objectives and understand the sequence of learning and teaching
* Match teaching strategies and methods to the learning styles and needs of their pupils
* Develop and extend cross-curricular literacy, numeracy and ICT knowledge, skills and understanding in their pupils
* Participate in arrangements for preparing their pupils for exams or tests; recording and reporting the outcomes of such assessments
* Ensure coverage, continuity and progression within and across curriculum for their pupils and, in their area of subject leadership, for all pupils
* Secure a good standard of pupil behaviour by demonstrating consistent, effective and appropriate strategies for teaching and classroom management in the context of the school behaviour policy

Monitoring, evaluation and assessment

* Assess, record and report on the development, attainment and progress of their pupils including the use of national curriculum levels and sub-levels
* Report to parents the attainment and progress of their pupils
* Demonstrate consistent and effective monitoring of progress through marking and record keeping to give constructive feedback to their pupils
* Implement the school systems for using pupil achievement data from previous classes and schools and ensure that it is being used effectively to secure good progress
* Take part in regular meetings to discuss the progress of their children
* Make effective use of a range of formative assessment activities to engage pupils in their own learning and enhance their rate of progress

Pupil achievement

* Implement whole-school systems for setting targets for pupil achievement and monitor and evaluate the attainment and achievement of their pupils
* Use data to identify children in their class or set who are under-achieving and, where necessary, create and implement effective plans of action, working in conjunction with the Inclusion manager, and SLT, to support those pupils
* Be accountable for the level of attainment and achievement that their pupils make through external and school-based assessments

**Other Duties**

Relations with pupils, parents and the wider community

* Promote the general progress and well-being of their pupils and build respectful

relationships

* Make records of and reports on the personal and social needs of their pupils
* Safeguard the health and safety of pupils, with particular reference to child protection
* Liaise effectively with all stakeholders by providing or contributing to oral and written assessments and reports relating to the attainment and achievement of their pupils; discussing appropriate targets and encouraging them to support their child's or children's learning and/or behaviour and/or progress
* Participate in and contribute to parent/teacher consultation evenings and curriculum evenings, within directed hours
* Provide guidance and advice to pupils and parents on educational and social matters

Managing own performance development

* Prioritise and manage their own time effectively, particularly in terms of balancing the demands placed on them by planning, preparation, assessment and subject leadership
* Reflect on and evaluate their own effectiveness, teaching practices and methods and use the outcomes to identify targets for professional development
* Participate in professional development, which aims to meet the needs identified in appraisal objectives, in line with the School's Teacher Appraisal Policy
* Take a pro-active responsibility for their professional development and use the outcomes to improve pupil learning and their learning and teaching
* Participate in and, where relevant, contribute to Inset Training

Managing and developing staffs and other adults

* Communicate and co-operate with persons or bodies outside the school e.g. the education psychologist, which involves their pupils
* Co-ordinate, manage and deploy support staff and other adults effectively in the classroom; involving them, where relevant, in the planning and management of their pupils' learning
* Advise and support other members of staffs in their area of subject leadership
* Lead through example and support and co-ordinate high-quality professional development for their area of subject leadership

Managing resources

* Establish resource needs through their annual curriculum action plan and advise the Deputy Headteacher of priorities for expenditure via curriculum bidding, for their area of subject leadership
* Allocate resources with maximum efficiency to meet the objectives of the school plan and related action plans and achieve value for money
* Ensure the effective and efficient management and organisation of learning resources, including ICT, in their classrooms and area of curriculum leadership

Strategic Leadership

* Advise and co-operate with colleagues, including the School Leadership Team, on the preparation and development of teaching programmes, methods of teaching, assessment and pastoral arrangements
* Develop and implement policies and practices for the subject which reflect the school's commitment to high achievement and effective learning and teaching
* Establish, with the involvement of relevant staff; short, medium and long-term plans for the development and resourcing of their subject
* Participate in meetings at the school which relate to their pupils, the curriculum for the school or the administration or organization of the school including pastoral arrangements; or any other professional duties identified within the School Teachers' Pay and Conditions Document
* Create a climate in their area of subject leadership that enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it
* Ensure that their phase leader, Headteacher and, where relevant, governors are well informed about Subject policies, plans and priorities and the success in meeting objectives and targets within them

**Other duties to be performed commensurate with the responsibility of the post by direction of the Headteacher and senior leadership team**