Job Description: Class Teacher

Review Date	Next Review
January 2018	January 2019

Salary: MPS/UPS

Full Time/Part Time:

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and The Teachers' Standards (Department of Education 2012): the provisions of these documents will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation.

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. All teachers are expected to work within the stated aims, values and ethos of the school and carry out agreed policies and procedures.

Purpose of the Role

- To teach a class of children, ensuring the planning, preparation, recording, assessment and reporting meet the different learning and personal needs of the children and are in line with school, Early Years Foundation Stage and National Curriculum guidelines and the values of the school.
- To be accountable for the children's attainment and achievement, including that of individuals and groups and be responsible to the Department Manager

Key Accountabilities:

Professional Standards

- Hold positive values and attitudes and adopt high standards of behaviour in your professional role
- Develop professional relationships with pupils, to aid them in achieving their potential both inside and outside of the classroom
- Communicate effectively with learners and colleagues, parents and carers, conveying timely and relevant information
- Have a commitment to collaboration and co-operative working and contribute to constructive team building amongst teaching and non teaching staff, parents and governors.
- Recognise and respect the contributions that colleagues, parents and carers can make to the development and well-being of children and young people, and to raising their levels of attainment
- Implement agreed school policies, practices and guidelines including those designed to promote equality of opportunity

- Attend staff meetings and contribute constructively
- Make a positive contribution to the smooth running of the school
- Contribute to the development and evaluation of the policies and practice
- Report to colleagues, parents and carers on the development, progress and attainment of children.
- Keep appropriate and efficient records, as agreed.
- Review the effectiveness of your teaching and its impact on learners' progress, attainment and well- being and refine it where necessary
- Act upon advice and feedback and be open to coaching and mentoring
- Maintain an up-to-date knowledge and understanding of the professional duties of teachers and the statutory framework within which you work

Standards and Achievement

- Set clear and challenging targets for children that build on prior attainment and enable children to make good progress
- Have high expectations of all children
- Use school, local and national statistical information to evaluate the effectiveness of your teaching, to monitor the progress of those they teach and to raise levels of attainment.
- Know how to use reports and other sources of external information related to assessment in order to provide learners with accurate and constructive feedback

Teaching, Learning and Assessment

- Provide consistently good quality teaching and have high expectations of all children
- Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as similar learners nationally
- Provide a stimulating environment, where resources can be accessed appropriately by the children and promote independence
- Plan appropriately to meet the needs of pupils, through differentiation of tasks
- Identify SEN and very able pupils and provide for these groups as well as the other ability groups within the class
- Teach challenging and engaging lessons making best use of relevant learning strategies and teaching methods including questioning, modelling and creativity.
- Promote positive learning behaviours including self-control, independence, resilience, cooperation and collaboration.
- Assess pupils' work accurately using teacher assessment and tests as agreed
- Mark children's work and keep appropriate and effective records, integrating formative and summative assessment into weekly and termly planning
- Support and guide learners so that they can reflect on their learning, identify the progress they have made and know what they need to do next to move their learning on
- Monitor the progress of children, ensuring that additional support is given as and when appropriate
- Plan and assess homework to sustain learners' progress
- Provide opportunities for learners to develop literacy, numeracy, ICT and thinking and learning skills
- Have a secure knowledge and understanding of the subjects/curriculum areas you teach
- Understand how children develop and how the progress, rate of development and well-being of learners are affected by a range of social, religious, ethnic, cultural and linguistic influences

Health and Well being

- Have sufficient knowledge to be able to give advice on the development and well-being of children
- Know how to make effective personalised provision for those they teach, including those for whom English is an additional language or who have special educational needs or

disabilities, and how to take practical account of diversity and promote equality and inclusion in their teaching.
- Identify and support children whose progress or well-being is affected by personal challenges and know when to refer them to colleagues for specialist support
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions
- Take responsibility for enriching the experiences of children and participate and lead extra curricular activities if appropriate
- Be aware of your legal responsibilities towards pupils and act in accordance with current legislation and Department of Education guidelines

Leadership and Management

- Build and maintain a positive and safe learning environment for all pupils which complies with current legal requirements for safeguarding and well being of children
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow agreed school safeguarding procedures.
- Have high expectations of children's behaviour, maintain good order and discipline, in line with the school's behaviour policy
- Work effectively as a team member and lead, organise and direct support staff within the classroom
- Communicate and cooperate with professionals from outside agencies as appropriate
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback
- Work with and report to governors as appropriate
- Identify and use opportunities to personalise and extend learning where possible making links between in-school learning and learning in out-of-school contexts

Whole School Responsibilities:

- Participate in the process of Teacher Appraisal and discussions concerned with your professional development
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Take part in staff training related to subject responsibilities and whole school priorities for improvement
- Contribute to the professional development of other teachers and support staff as appropriate through coaching and mentoring, demonstrating effective practice, and providing advice and feedback
- Be aware of and carry out all health and safety policies and agreed guidance in school
- Be aware of your legal responsibilities towards pupils and act in accordance with current legislation and Department of Education guidelines

Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies, including taking responsibility for raising concerns with an appropriate manager and carrying out specified duties in an emergency.