



Hermitage

Class Teacher – Job Description

Responsible to: Headteacher, Deputy Headteacher

The following job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

MAIN PURPOSE OF THE POST

At Hermitage, we expect all staff to promote the highest quality learning through the expectations they set, the way in which they undertake their responsibilities as set out in this job description, the professional challenge they provide to all and the respect they show to everyone within our learning community – pupils, parents/carers, governors and staff. All staff are required to model the learning behaviours they promote in pupils and to take responsibility for leading their own professional and personal development.

As a Class Teacher you are required to carry out the professional duties and responsibilities of a teacher as set out in the current School Teachers' Pay and Conditions document, the required standards for Qualified Teacher Status, other current educational legislation including relevant Education Acts and the schools' Articles of Government. You will have responsibility for a class (or classes according to agreed timetable) and will teach according to the school's guidelines and policies.

Staff at Hermitage are expected to make the education of the pupils your first concern and are accountable for achieving the highest possible standards in work and conduct. You must act with honesty and integrity: have strong subject knowledge, keep your knowledge and skills as a teacher up to date and be self-critical, forge positive professional relationships and work with parents in the best interest of you and pupils.

MAIN ACTIVITIES AND RESPONSIBILITIES

Pastoral Care	<ul style="list-style-type: none">• Take responsibility for the safety, education and social development of each child in your form and throughout the school• To provide a role model for the development of children's social behaviour and attitudes• To provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community• To implement school policies and guidelines for pastoral care and be committed to safeguarding• To build and maintain positive relationships with parents
Pupil Learning	<ul style="list-style-type: none">• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.• To make accurate and productive use of assessment and use relevant data to monitor progress.• To practice sound classroom management of Primary aged children.• To contribute to the raising standards of pupils attainment through quality first teaching.• To manage behaviour effectively to ensure a good and safe learning environment.• To use support staff effectively to support learning• To create a stimulating environment conducive to a range of learning styles.• Teach challenging, well organised lessons, using an appropriate of teaching strategies which respond to the strengths and needs of pupils.• Follow schools agreed approach to the to the curriculum e.g. Early years, new National Curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the schools own work schemes.
Demonstrate good subject and curriculum knowledge	<ul style="list-style-type: none">• Demonstrate good, up-to-date subject knowledge.• Have a secure knowledge of the relevant subject and curriculum areas, foster and maintain pupil's interest in the subject and address misunderstandings.• Demonstrate a critical understanding of developments in subjects and curriculum areas.
Curriculum development	<ul style="list-style-type: none">• To take responsibility for the coordination of a subject throughout the school and to raise the profile of your subject throughout the school community.• To be responsible for identifying resource needs and lots efficient/effective use in the promotion of your subject throughout the school.

	<ul style="list-style-type: none"> • To be responsible for writing and publishing a subject policy in consultation with the staff and governors. • Establish a clear, shared understanding of the importance and role of the subject in contributing to pupils' spiritual, moral, social and cultural development. • To establish, develop and implement a scheme of work/long term plan for your subject area in accordance with government requirements and school policy. • To monitor and evaluate the effects of the subject policy (to include monitoring of planning, teaching, assessments, learning outcomes and pupil voice) • Use monitoring evidence to make judgements that will lead to sustained improvement in your subject area across the school. • Maintain a subject coordinator's file organised as according to the school's format. • To promote theme week displays across the school.
Professional Development	<ul style="list-style-type: none"> • Keep up to date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses and peer observation • Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, word-processing for planning • Participate in the annual Appraisal system • Have an excellent working knowledge of teachers' professional duties, professional standards and legal liabilities, including upholding British values. • Identifying key professional development needs and to continue personal development as agreed to ensure impact on quality of teaching. • To attend staff meetings and take part in formulating and implementing whole school policies. • To participate in his/her own performance management and that of other staff as required • To be open to feedback and self-reflect with an impact on own practice
Monitoring, Assessment, Recording & Reporting	<ul style="list-style-type: none"> • Mark pupils' work promptly and positively according to the school's marking policy • Make regular assessments and observations of children's work in line with the school's assessment calendar and reporting process, keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and identify the level at which the pupil is achieving • Liaise with the Head, Deputy Head, SENCo, G&T Leader and/or parents, as appropriate • Take part in whole school assessment initiatives, such as tests or moderation of levelling writing, to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school • Meet with parents formally, and informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties • Write reports on each child at least once a year, and reports for transfer to other schools if required • Liaise with SENCo to write and review IEPs for specific children • Liaise with G&T Leader to ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils • Adhere to the practice of confidentiality and safeguarding regarding pupils' records
School Improvement Plan/Self Evaluation Strategies	<ul style="list-style-type: none"> • To contribute to the school improvement plan and strategies for implementation. • Monitor and evaluate developments in curriculum areas of responsibility. • Contribute to school self-evaluation procedures.
Health and Wellbeing	<ul style="list-style-type: none"> • To assist in the implementation of the school's systems and policies relating to safeguarding and behaviour management so that effective learning can take place. • To contribute to the PSHE, behavioural and pastoral support systems in accordance to school policy. • Establish a purposeful and safe learning environment for learners.
Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its ethos and to encourage and ensure staff and pupils follow this example. • To support the school in meeting its legal requirements including those for worship. • To comply with the school's health and safety policy and undertake risk assessments as appropriate. • To keep well informed of current initiatives and good classroom practice. • To have knowledge of the requirements of the National Curriculum and its implementation. • Supervise and as far as practicable teach any pupils whose teacher is not available to

	<p>teach them.</p> <ul style="list-style-type: none"> • Be willing to organise and run an extra-curricular activity for the children either during lunchtime or after school. • Carry out playground and other duties as directed and within the remit of the schools Teachers' Pay and Conditions document. • Representing the school in a professional manner and know how and when to draw on advice and specialist support. • To show tolerance and respect for the right of others. • Have regard, for the need to safeguard pupils' well-being in accordance with safeguarding provisions. • Not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of these with different faiths and beliefs. • Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law. • Teachers must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their attendance and punctuality.
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