

# St Thomas' Federation

## Job Description for a Class Teacher

### **Purpose of the job**

- To secure high academic achievement for all pupils through effective teaching
- To assist all pupils to develop our core values

**Class teachers are accountable for the academic and personal development progress of the children they teach during an academic year.**

### **Personal qualities required**

- very high expectations
- a commitment to ongoing professional learning
- prepared to put in the hours to get the job done
- organised and thorough – a strong attention to detail
- resilient
- emotionally intelligent
- creative and innovative
- flexible
- a strong team player
- able to listen, reflect and seek advice.

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions document.

### **1. Promote the Christian Ethos and School Aims**

- To promote the Christian ethos of the school.
- To ensure that the ethos reflects the agreed aims, principles of learning and our policy on equal opportunities in order to promote the general progress and well-being of each child.
- To maintain good order and discipline among the pupils and safeguard their health & safety both on school premises and on authorised school activities elsewhere.
- To foster good relationships with staff, children, parents, governors and the local community.
- To have high expectations of yourself and of the children.

### **2. Teaching Responsibilities**

- To teach the pupils assigned to you, according to their educational needs. This will be done in accordance with the school and LA & Diocesan policies and the requirements of the National Curriculum, or EYFS curriculum
- To plan programmes of study at appropriate levels to match the current attainment of the children.
- To plan and prepare lessons.
- To assess, record and report on the development, progress and attainment of pupils
- To provide a stimulating learning environment.
- To ensure that classrooms are tidy, well organised and maintained and to give time to this each week.
- To ensure that equipment and supplies are carefully used, stored and maintained on a daily basis. All resources should be carefully labelled and have their own place.
- To liaise with parents, support staff and outside agencies regarding the education of children for

whom you are responsible and to participate in meetings with them as required.

- To leave clear instructions and prepared work for supply cover when absent.
- To review and evaluate regularly your methods of teaching and programmes of study.

### **3. General Responsibilities**

- To be aware of school policies and to implement them.
- To undertake playtime duties as directed.
- To register the attendance of pupils.
- To follow the health and safety and safeguarding policies of the school.
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- To cover for absent colleagues.
- To leave clear instructions for wet play times and have necessary resources to hand.
- To ensure that all children are led in an orderly and safe manner in any movement around the school, or on visits.

### **4. Professional Development**

- To undertake further training and continuing professional development (CPD) in order to develop your skills as a teacher (and where appropriate, curriculum leader).
- To attend INSET days.
- To participate in morning meetings; twilight CPD meetings; other staff meetings; key stage meetings and working party meetings.
- To participate in arrangements within an agreed framework for performance management.
- To contribute, as appropriate, towards the professional development of other teachers and non-teaching staff, including the induction of new teachers and student teachers.

### **5. Curriculum Area**

(to be undertaken by all teachers apart from those in their first year on the early career framework programme.)

To promote quality teaching and learning in a curriculum area through:

1. Developing a clear vision
2. Improving planning and assessment
3. Delivering INSET/workshops
4. Monitoring and evaluating attainment, progression and breadth of study
5. Keeping parents and Governors informed
6. Supporting teachers in curriculum delivery
7. Improving resourcing for your curriculum area, including books, equipment and software

To be responsible for an area of the curriculum including:

- advising colleagues
- attending leaders' meetings
- To carry out an annual audit of needs and draw up a spending plan for your curriculum area and to carry out purchasing in line with the school's ordering procedures.
- To implement the action plan for your own curriculum area

To undertake any other duties which the Head teacher reasonably directs within the 1265 hours per year.

June 2021