



Phoenix Infant Academy

Job Description: Class teacher



Responsible to: Year Lead teacher

Main purpose of the job

The basic duties of a class teacher are outlined in the latest School Teachers' Pay and Conditions Document. S/he shall maintain a good understanding of whole school curriculum, assessment and pastoral policies

Teaching

- To plan and prepare courses and lessons using knowledge of school policies, schemes of work and national curriculum requirements for the relevant curricular areas.
- To teach according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupil in school and elsewhere: i.e. plan differentiated work to meet the needs of individuals and groups providing progression and continuity.
- Work as a member of the team, planning co-operatively, sharing information, ideas and expertise.
- Consult and plan with learning support staff outside agencies as appropriate.
- Liaise with the INCO to ensure that the New Code of Practice is implemented fully.
- Organise and change the working environment appropriately for the range of activities taking place.
- Maintain a stimulating, informative environment displaying children's work appropriately.
- Teach pupils to take responsibility for resources and the environment.
- Follow the school's positive behaviour approach for pupils; safeguarding their health and safety at all times.
- Use a variety of suitable teaching and learning styles based around the needs of the children.
- Communicate personal enthusiasm and stimulate and maintain interest in learning.

Assessment, recording, reporting

- Assess, record and report on the development, progress and attainment of pupils; using a variety of methods according to national curriculum requirements and school policies.
- Keep records of pupils' progress and report achievements in line with school policies and statutory requirements
- Promote the general progress and well-being of individual pupils of any class or group of pupils assigned to her/him.
- Encourage children to strive for excellence and independence in their work and behaviour.

Communication

- To liaise effectively with parents to ensure that they are integral part of their child's education.
- Provide and/or contribute to oral and written assessments, reports and references relating to the individual pupils and groups of pupils; e.g. in the context of SEN.
- Attend and take a constructive part in staff meetings, Inset days and any other school inset sessions
- Contribute towards school assemblies
- Note and respond to all messages left on staff notice board or in staff pigeonholes
- Ensure that all accidents and behavioural incidents are properly recorded and reported.

- Set high standards of punctuality, to be in class or playground to greet pupils at the start of teaching sessions
- Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions

Professional Development

- Participate in arrangements for appraisal of her/his performance
- Take a lead in her/his further training and career development as a teacher
- Proactively engage in all professional meetings.

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in school.
- To support and assist in the development of policies having a regard to the National Curriculum and the ethos and values of the school.
- To undertake, with all other members of staff, general responsibilities concerned with the day to day running of the school. e.g. playground duties.
- To be supportive of the school's extra-curricular activities.
- To take an active part in the school's involvement with the wider community.
- To ensure the children's safety at all times.

Confidentiality

During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Baylis Court Trust, or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Safeguarding Children & Health and Safety

Phoenix Infant Academy is committed to adhering to the DCSF guidance "Safeguarding Children and Safer Recruitment in Education" (Sept 16). It is the individual's responsibility to promote and safeguard the welfare of children and young people in the School. Satisfactory enhanced CRB clearance is required for this post. You are required to comply with the school's Health and Safety policy at all times. Everyone is responsible for the safeguarding of the children at PIA.

Data Protection

During the course of employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.