

## **Classroom Teacher Job Description**

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

### **Job Purpose**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher.

### **Core Requirements of the Post**

In fulfilling the requirements of the post, the teacher will need to demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in pupils and colleagues
- Engage and motivate pupils
- Improve the quality of pupils' learning
- Contribute to school improvement, development planning and promote the learning priorities of the school
- Implement school policies
- Use the performance management process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities
- Promote the ethos of the school

### **Areas of Responsibility and Key Tasks**

#### **a) Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear learning objectives and specifying how they will be taught and assessed;
- setting tasks which challenge pupils and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying Disadvantaged, SEN or very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- effectively using homework and other extra curricular learning opportunities;
- making effective use of assessment and ensure coverage of programmes of study;

- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to:
  - i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - ii. use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - iii. select appropriate learning resources and develop study skills through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support

#### **b) Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.
- use assessment to inform planning and teaching;

#### **c) Curriculum Development**

- Have a significant responsibility for an aspect of the department's (or school's) work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole department and whole school's planning activities

#### **d) Pastoral Duties**

- be a form tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the Tutor Group as a whole;
- liaise with the Head of Year to ensure the implementation of the school's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;

- contribute to the preparation of Action Plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSHCE and citizenship and enterprise according to school policy

#### **e) Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- Know subject(s) or specialism(s) to enable effective teaching;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively and effectively to the Every Child Matters agenda;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

#### **PROGRESSION TO UPPER PAY SPINE**

The above is the basic job description for all classroom teachers. Teachers will be expected to continue to develop throughout their careers. Progression to the Upper Pay Spine (threshold) is a reward for a range of good practice including performance in the classroom, and in order to continue to move onto UPS2 and UPS3, this high level of performance must be sustained.

In the early years of a teaching career a classroom teacher will need to develop beyond these basic requirements in order to pass through the threshold. Below are some of the skills, attributes and attitudes that will need to be developed to move onto the Upper Pay Spine.

## **Core Requirements**

- To contribute to the development of departmental and school policies.
- To take lead responsibility for an aspect of the department or the school's work (this could even be leadership of a small subject), and develop plans and identify clear targets and success criteria for its development and/or maintenance.

## **Planning, Teaching and Classroom Management**

- Develop the capacity to reflect upon current practice and thus be able to understand clearly, and therefore apply, very effective classroom management, employ a wide range of teaching strategies and be able to target and support individual learning needs effectively.
- Consistently maintain high levels of behaviour and discipline.
- Demonstrate the ability to bring appropriate and consistent progress from most of the pupils taught across the age and ability range, and from a full spectrum of backgrounds.
- To be able to manage effectively support staff and other adults in the classroom.
- To show the ability to mentor trainee teachers.

## **Monitoring, Assessment, Recording and Reporting**

- To be able to understand and manipulate performance data in order to evaluate pupils' progress and thereby set appropriate targets for improvement.

## **Other Professional Requirements**

- To be knowledgeable of, and take account of, wider curriculum developments.
- Incorporate, as appropriate, national strategies in all teaching.
- To take responsibility for continued professional learning, undertaking personal development to enhance the teaching and learning of pupils, and then applying it successfully in the classroom, and subsequently sharing that with colleagues.
- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.
- Undertake all safeguarding training required by the school.

1. *The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.*
2. *This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.*
3. *Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Criminal Records Bureau before the appointment can be confirmed. This will be done by means of applying for an 'Enhanced Disclosure'. Disclosures*

*include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.*

- 4. Every member of staff has a responsibility to safeguard and promote the welfare of children.*