



Lea Valley Primary School

Job description: Class Teacher

Job details

Job title: Class Teacher

Salary: Main Scale

Hours: 32.5 hours per week

Contract type: Fixed Term- Full Time

Reporting to: Headteacher

Main purpose

The teacher will:

- › Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- › Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Behaviour

In accordance with the School Code of Conduct, teachers should aim to manage and control their children:

- › In the classroom
- › In the playground
- › In assembly
- › When moving around the school

Working with Children

Teachers should:

- › Always safeguard their children's health and safety, both on and off the school site.
- › Show concern for individual children and respond to their needs.
- › Gain the respect of the children.
- › Display consistency and fairness.
- › Help the children deal constructively with problems.
- › Encourage self-discipline in learning and behaviour.
- › Be sensitive to equal opportunity issues.
- › Provide guidance and advice to pupils on educational and social matters.

- Identify children who speak English as an additional language and provide appropriate differentiation with the support of EMAG staff.
- Identify children with SEN and work with the SENCO to meet those needs.

Classroom Management

Teachers are expected to:

- Maintain a purposeful and calm working environment.
- Manage time, space and resources effectively.
- Deal smoothly with changes in activity.
- Be sensitive in difficult situations and avoid unnecessary confrontation.
- Involve children actively and purposefully in their learning, encouraging collaboration, discussion and sharing of experiences.

Classroom Organisation

We would expect to see:

- The classroom set out so that pupils can work and learn effectively.
- A comfortable class library, which displays books attractively and encourages reading.
- Resources clearly marked and easily available.
- A large carpeted area for class and group activities.
- Stimulating and attractive displays which reflect the class curriculum and show that pupils' work is valued.
- Provision for whole class work, group work and individual work.

Teachers should:

- Have the classroom ready for the children each morning.
- Have all the resources needed for lessons.
- Make sure the equipment is in good working order.
- Ensure that equipment is looked after and used appropriately.

Teaching and Learning

The teacher should:

- Display a good knowledge of the Primary Curriculum.
- Teach the Literacy and Numeracy Strategies with competence and enthusiasm.
- Teach Science, ICT and other Foundation subjects in accordance with school schemes of work.
- Produce half-termly and weekly plans in accordance with school systems.
- Plan activities that show progression and development.
- Have clear aims and learning objectives, which are displayed and shared with the children.

- Use their knowledge of the ways children learn to teach effectively.
- Evaluate the success of pupils' learning.
- Ensure that work is marked promptly with appropriate comments.

Record Keeping and Assessment

Teachers must:

- Maintain careful and informative records of pupils' reading progress.
- Keep assessment data up to date in the core subjects of English, Maths, Science and ICT.
- Use assessment as a tool for setting targets and planning future provision.
- Share targets with pupils and their parents.
- Ensure that records requested by the school and the LEA are completed when required.
- Administer local and national assessment procedures as appropriate.

Working with Parents

Teachers are expected to:

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- Talk to parents formally about their children's progress at least twice a year.
- Meet parents informally at other times, if necessary.
- Welcome parents into school and encourage their involvement and support.
- Prepare a written report to parents once a year.

Staff Relations

Teachers should:

- Work closely with year group colleagues to share workload.
- Be able to plan and supervise the work of support staff assigned to the class.
- Be sensitive and respectful to all members of staff.
- Be aware of the job descriptions of other members of staff.
- Support and work with their colleagues as part of a team.

Working with outside (external) agencies.

- Teachers are expected to communicate and co-operate with external agencies as appropriate.

Professional Development

It is expected that teachers will:

- Attend INSET courses to develop their own expertise.

- Develop their professionalism as part of the school's Performance Management Policy.
- Feedback to staff colleagues about courses attended.
- Share their expertise through staff INSET.

Staff Meetings

Teachers are expected to:

- Attend and contribute to one curriculum meeting each week.
- Attend one business meeting each week.
- Meet with their year group colleagues once a week to plan the curriculum.