

# Hillbourne Primary School

## **Job Description: Class teacher**

Job title: Classroom teacher

Reports to: Headteacher

### **Main purposes:**

To plan, teach, monitor, assess and evaluate the curriculum for the children taught, ensuring equality of opportunity for all.

To share in the whole school responsibility for the well-being and discipline of all pupils.

To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils and in accordance with the School Development Plan

To be responsible and accountable for achieving the highest possible standards in work and conduct.

To treat pupils with dignity, building relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position

### **Policy and legal framework**

The teacher will work within the framework of:

- The School Teachers Pay and Conditions Document
- The National Curriculum of England 2014
- School policies

### **School teachers' professional duties**

#### **Planning, teaching and class management**

To plan and prepare programmes or study and lessons using knowledge of school policies and the requirements of the National Curriculum of England.

To teach, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work.

To work as a member of the team, planning cooperatively, sharing information, ideas and expertise.

To establish a safe and stimulating environment for pupils, displaying pupils' work appropriately.

Teach pupils to take responsibility for resources and environment.

Use a variety of suitable teaching and learning styles.

Communicate personal enthusiasm and stimulate and maintain interest in learning.

Maintain good order and discipline among the pupils and safeguard their health and safety both when they are in school and when they are engaged in authorised school activities elsewhere.

Work with all members of staff and parents to ensure that school's positive behaviour policy is implemented and to work at all times to ensuring that all children are happy and disciplined.

### **Assessment, recording and reporting**

Assess, record and report on the development, progress and attainment of pupils using a variety of methods according to school policies and the National Curriculum requirements.

Keep records of pupil 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 groups of pupils assigned to them.

Encourage children to strive for the highest standards in their learning and behaviour.

Participate in arrangements for preparing pupils for external statutory tests and recording and reporting such assessments.

### **Communication**

Establish good relationships with parents to promote pupil learning and achievement.

Provide or contribute to oral and written assessments, reports and references relating to individual pupils and/ or groups of pupils.

Contribute towards school assemblies.

Attend and positively partake in staff meetings, INSET and any other required school training.

Set high standards of punctuality throughout the day.

### **Professional Development**

Regularly review the effectiveness of teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining approaches where necessary responding to advice and feedback from colleagues

Be responsible for improving own teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of appraisal

Participate in arrangements for appraisal of his/ her performance

Participate in arrangements for further training and professional development as teacher.

### **Subject Leader responsibility**

To lead a specified subject area, taking part as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral function of the school.

In particular to:

- Be responsible for ensuring a plan is in place for subject development

- Be responsible for maintaining resources for specified area of responsibility
- To support other staff to deliver subject effectively

### **Whole school commitment**

To demonstrate a commitment to the full life of the school 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 necessary.

To undertake, with all other members of staff, general responsibilities concerned with day to day running of the school, e.g. playground duties.

To be supportive of the school's extra-curricular activities, including running an after school club

To take an active part in the school's involvement with the wider community

To ensure the children's safety and wellbeing at all times

Revised February 2022