

# ST JOHN'S C of E INFANT SCHOOL

## Job Description



<b>POST TITLE</b>	<b>Class Teacher - Infant School</b>
<b>SALARY</b>	Teachers' Main Scale (Surrey)
<b>CONTRACT TYPE</b>	Full-time
<b>REPORTING TO</b>	The Headteacher
<b>JOB PURPOSE</b>	<p>Fulfil the professional responsibilities of a teacher as set out in the School Teachers' Pay and Conditions Document.</p> <p>Meet the expectations set out in the Teachers' Standards.</p> <p>To teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the head teacher.</p>
<b>SUPERVISORY RESPONSIBILITY</b>	Responsible for directing the work of teaching assistants within the classroom.

### KEY ACCOUNTABILITIES

These accountabilities are based on the professional responsibilities of teachers outlined in the School Teachers' Pay and Conditions Document (STPCD). They are supplemented as relevant by reference to the DfE Teachers' Standards (2012).

## 1. Teaching

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### PROFESSIONAL RESPONSIBILITIES

- To plan and teach well-structured lessons and sequences of lessons to the classes you are assigned to teach, within the context of the school's plans, curriculum and schemes of work.
- To assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils making accurate and productive use of assessment.
- Set high expectations which inspire, motivate and challenge pupils
- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

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## 2. Whole school organisation, strategy and development

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### PROFESSIONAL RESPONSIBILITIES

- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
  - To be committed to contribute to the community and Christian ethos within the school.
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- Make a positive contribution to the wider life and ethos of the school.
- To work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach.

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### 3. Health, safety and discipline

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#### PROFESSIONAL RESPONSIBILITIES

- To promote the safety and well-being of pupils.
- To maintain good order and discipline among pupils.
- Manage behaviour effectively to ensure a good and safe learning environment.

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### 4. Management of staff and resources

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#### PROFESSIONAL RESPONSIBILITIES

- To direct and supervise support staff assigned to you and, where appropriate, other teachers, in an effective way.
- To contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- To deploy resources delegated to you.

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### 5. Professional development

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#### PROFESSIONAL RESPONSIBILITIES

- To participate in arrangements for the appraisal and review of your performance and, where appropriate, that of other teachers and support staff.
- To participate in arrangements for your further training and professional development and, where appropriate, that of other teachers and support staff, including induction.

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### 6. Communication

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#### PROFESSIONAL RESPONSIBILITIES

- To communicate with pupils, parents and carers.

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### 7. Working with colleagues and other relevant professionals

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#### PROFESSIONAL RESPONSIBILITIES

- To collaborate and work with colleagues and other relevant professionals within and beyond the school.
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

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### 8. Personal and professional conduct

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**A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.**

- Teachers must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.