

## **Job Description – Class Teacher**

**Responsible to:** All members of the SLT including the Principal.

**Supervisory responsibility:** The post holder will be responsible for the deployment and supervision of the work of teaching assistants/support staff relevant to their responsibilities.

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### **Main Purpose of the job:**

- Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all.
  - Be responsible and accountable for achieving the highest possible standards in work and conduct.
  - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
  - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils.
  - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards (2012)*
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
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### **Duties & Responsibilities:**

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

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

- identifying clear teaching objectives according to the national curriculum 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 SEN or very able pupils;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of the national curriculum;
- 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;
- creating a safe, happy and stimulating environment both inside and outside;
- being willing to develop and initiate new initiatives that will enhance the learning environment;
- preparing, maintaining and tidying up all equipment/areas within the your environment inclusive of outdoor areas;
- using a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - 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 areas set out in the national curriculum;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support.

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

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Assess 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 pupils as requested by examination bodies, departmental and school procedures;
- Prepare and present informative reports to parents, where appropriate.

### **Curriculum Development**

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and/or maintenance.
- Contribute to the whole school's planning activities.

### **Pastoral Duties**

- Undertake certain domestic jobs relating to the care and well-being of the children within your class.
- Promote the general progress and well-being of individual pupils and of the class as a whole.



- Liaise with the relevant members of the Senior Leadership Team to ensure the implementation of the school's pastoral system.
- Register pupils, 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 pupils and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of pupils and persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with appropriate staff.
- Contribute to PSHCE and citizenship and enterprise according to school policy.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Have a full understanding of the national curriculum as well as some knowledge of the EYFS curriculum.
- 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 pupils.
- 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, Review days 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 member of the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.



### Person Specification – Class Teacher

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>A good Honours degree</p> <p>QTS</p>	<p>Prepared themselves for the post through appropriate professional development</p> <p>Experience teaching different key stages</p> <p>Experience of and/or safeguarding training</p>
<b>Skills and Experience</b>	<p>Successful experience of teaching (or teaching practice)</p> <p>Proven ability to:</p> <ul style="list-style-type: none"> <li>○ Provide a stimulating and challenging classroom environment</li> <li>○ Differentiate to meet the needs of all pupils including high needs SEND pupils</li> <li>○ Use ICT effectively to support and enrich learning experience.</li> <li>○ Use observational assessment to inform future learning</li> <li>○ Sensitively and effectively manage the behaviour of children</li> <li>○ Work in partnership with parents/carers</li> <li>○ Work effectively with and direct support staff</li> </ul> <p>Able to work on their own initiative and be part of a team</p> <p>Able to see tasks, plans and ideas through to completion</p> <p>Able to communicate effectively in a wide variety of forms to a range of audiences</p>	<p>Experience of being involved in a networked learning community</p>
<b>Attitudes</b>	<p>Value the education of every pupil as equally important</p> <p>Be committed to equal opportunities</p> <p>Believe in pupils' entitlement to a broad, balanced and meaningful education</p>	<p>Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues</p> <p>Understand and practise the principles of change management</p>



	<p>Be committed to high quality in all aspects of their work</p> <p>Have a collaborative approach to partnership working</p> <p>Have an understanding of school systems, timetabling, data tracking for pupils, development, planning and implementation</p> <p>Commitment to personal development and growth</p>	
<b>Qualities</b>	<p>A highly professional approach to their work</p> <p>The ability to thrive in a 'no excuses' culture</p> <p>Great energy, enthusiasm and hope</p> <p>Proactive should questions arise to ensure successful completion of role</p> <p>A real drive to make things happen</p> <p>A passionate desire to make a difference</p> <p>A good sense of humour</p>	<p>The desire for further career progression</p>