

St Mary's School
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Norwood Green
UB2 4LE
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office@stmarysschoolng.org

Job Title: Y4 Class Teacher

Line Manager: Head Teacher

Main Purpose of the Job

1. To offer all children an effective education in a stimulating environment, which provides equality of opportunity for all
2. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
3. To ensure all children make good progress irrespective of their starting points and backgrounds.
4. To deliver a broad and balanced curriculum that complies with National expectations; is in line with the school's own ethos and schemes of work and is relevant to the age and ability of the children.
5. To work in collaboration and partnership with children, parents/carers, governors, other staff and external agencies and wider community
6. Be familiar with, support and reinforce the aims, ethos, policies and procedures of the School with pupils, staff and parents.

All teachers will be expected to carry out the duties and responsibilities set out in the current School Teachers Pay and Conditions Document under the direction of the Head teacher. At this school, the following areas have been highlighted as of particular importance.

Duties & Responsibilities

Teaching

- Carry out the professional duties and standards of a class teacher, acting as a model of outstanding practice across the key stage and create a positive learning climate
- Act at all times as an ambassador for the school in a manner which upholds its Christian values and ethos and to model behaviour consistent with the school's policies, standards and aspirations
- Set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline through well focused teaching and through positive and productive relationships
- Plan, prepare and teach a creative and innovative curriculum that includes challenging, effective and well organised lessons according to the pupils' educational needs, with reference to prior attainment, SEN and English as an additional language, as required, in line with school policy and National Curriculum guidelines

- Assess, record and report on the development, progress and attainment of pupils in line with school policies in a timely, accurate and constructive manner, having high expectations of what all children can achieve
- Use resources effectively to secure high quality teaching, learning and assessment; have high expectations of what all children can achieve incorporating elements of social and emotional learning, personalised learning and thinking skills
- Ensure personal knowledge of current school policies and guidance is up to date, and planning and teaching is compliant with these at all times
- Advise and provide positive management of the curriculum for Year 4. Work collaboratively on the preparation and development of teaching materials, teaching programmes, teaching methods, assessment and pastoral arrangements as appropriate
- Work with parents as partners ensuring that they are provided with opportunities and support to help in the progress of their child
- Actively seek out opportunities to develop and maintain good relationships with parents, outside agencies and the local community

Other Class Teacher Responsibilities

- Carry out playground, lunch and other duties as directed and within the remit of the *School Teachers' Pay and Conditions* document
- Communicate and co-operate with relevant external bodies, including the use of the website and electronic learning platform
- Take a full and active part in the wider life of the school (e.g. clubs & social events); have an agreed flexible working pattern to ensure that all relevant functions and activities are fulfilled
- Recognise that duties of a post may vary from time to time without changing the general character of the post

Professional Learning Community

- Work as a team member and identify opportunities for working with colleagues to promote development for all participants
- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being; refine your approaches where necessary with the support of the Leadership team in order to improve standards and achievements in teaching and learning
- Participate fully with arrangements made in accordance with the revised Performance Management Regulations 2013
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the children, curriculum or organisation of the school, including pastoral arrangements and assemblies
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management

Health & Well Being

- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Establish a purposeful and safe learning environment
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's policies
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any child with the appropriately identified person
- Ensure that the Safeguarding Policy and Health and Safety Policy are followed by you and your colleagues

Leadership & Management

- Ensure that colleagues working with you (e.g. Teaching Assistants) are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Where appropriate, be responsible for a specific area of the curriculum according to the appointee's expertise and to share this expertise with colleagues in a variety of ways

Administration

- Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers' Pay and Conditions* document
- Register the attendance of and supervise children, before, during or after school sessions as appropriate

Exercise of particular duties

- Perform any other reasonable duties as requested by the Headteacher

Please note - This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder:

Date: / /

Signature of Head teacher:

Date: / /