



Job Description: Class Teacher (Maternity Cover)

Name:

School: Wittersham Church of England Primary School

Grade: Main pay scale range 1-6. Point in line with the current School Teachers' Pay and Conditions Document

Responsible to: Line Manager: Headteacher, members of the senior leadership team and the governing body.

Purpose of the Job:

- To support children and parents when settling children into the class and school environment, according to each family's needs.
- To lead the class team and to enable each member of staff to contribute fully.
- To enable children to make good progress in their learning by building upon the skills they have acquired in previous years.
- To assist all children to develop emotional security, self-belief and mature social skills.
- To promote a love of learning and an excitement about coming to school each day.
- To maintain the highest levels of conduct and professional behaviour.
- To take responsibility for safeguarding the welfare of children within the school.
- To build good relationships with parents and carers and work in partnership to ensure the best outcomes for children and families.
- 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.

All class teachers are accountable for the progress of the children that they teach.

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Responsibilities of the job:

Planning learning

1. Plan rich and stimulating learning activities that achieve good progression in pupils' understanding by:

- identifying clear learning questions and learning content, appropriate to the subject or topic and the children being taught
- being aware of individual children's needs and interests and utilising these in planning learning within and outside the classroom
- setting clear targets for pupils' learning that build on prior attainment
- together with the Inclusion Co-ordinator, identifying and meeting the needs of pupils who have special educational needs and/or are more able or are not yet fluent in English
- ensuring that learning is appropriately scaffolded so that the learning is well pitched and all of the class are challenged at their current level of understanding

2. Create a rich stimulating learning environment that will capture attention, create

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excitement and lead to independent exploration.

3. Make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning.

4. Seek and plan opportunities to develop pupils' spiritual, moral, social and cultural development.

Teaching and classroom management

1. Ensure effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning questions are met and pupils' learning time is used efficiently.

2. Use a variety of teaching methods to capture children's interest.

3. Set high expectations for children's behaviour, by providing engaging teaching and through positive and productive relationships and an emphasis on our School Values and Christian ethos.

4. Establish a safe, clean and secure learning environment which promotes pupils' confidence.

5. Be familiar with the Code of Practice on the identification and assessment of special Educational needs and, with advice from the Inclusion Co-ordinator

6. Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.

7. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

8. Evaluate your own teaching critically and use this to improve your effectiveness.

Monitoring, assessment, recording, reporting and accountability

1. Assess how well learning questions have been answered and use this information to improve specific aspects of teaching.

2. Be responsible for building up Learning Journals for each child with us. Maintain good organisation and informative observations in children's Learning Journals, so that they offer a clear record of pupils' progress and the next steps in their learning.

3. Be familiar with the statutory assessment and reporting requirements and report information to parents in a meaningful way.

4. Understand the expected demands of pupils in relation to the Key Stage 2 curriculums.

Team Working and Collaboration and Professional Development

1. Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school

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including pastoral arrangements and assemblies.

2. Proactively participate with the performance management and appraisal process.
3. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
4. Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
5. Work with the class team, valuing each member and providing opportunities for them to contribute to planning and ideas. Ensure that colleagues working with you have a voice and are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
6. Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
7. Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.
8. Foster close relationships with parents/carers and the wider community. Assist them to support their child's learning at home. Present a positive image of the school to all other stakeholders.
9. Make a positive contribution to the wider ethos and life of the school, such as by running clubs and preparing items for concerts.

Other

1. To have professional regard for the ethos, policies and practices of Wittersham Church of England Primary School, and maintain high standards in your own attendance and punctuality and professional conduct.
2. Perform any reasonable duties as requested by the Headteacher
3. To have the flexibility to lead and support learning across the school

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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