

Job Description

West Borough Primary School

Salary: Teacher Scale

Post title: Class teacher
Job Purpose and Accountability

You will be responsible for providing professional leadership and management for (subject) to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

The Key Leadership Behaviours that contribute to success at this level are:

Self-Awareness Emotional Self-Awareness Accurate Self-Assessment Self-Confidence	Social Awareness Empathy Organisational Awareness Service Awareness
Self-Management Emotional Self-Control Transparency Adaptability Achievement orientation Initiative Optimism	Relationship Management Developing Others Inspirational Leadership Change Catalyst Influence Conflict Management Teamwork and collaboration

All staff are ultimately responsible to the Headteacher.

Your immediate responsibility is to your Line Manager.

Class Teacher responsibilities

- you are to carry out the duties of a school teacher as set out in Pay and Condition Document 2011 and subject to any amendments due to government legislation.
- this includes any duties as may be reasonably directed by the Headteacher.
- all staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards.
- provide a broad and balanced curriculum according to statutory requirements and school policies.
- be effective as a class teacher, demonstrating at all times the school's care and concern for the children, and creating an atmosphere in which they can develop and achieve their full potential.
- demonstrate high standards of professional commitment, conduct and working practice, reflecting at all times our concern to achieve the highest standards.
- follow school policies in the conscientious planning and organising of work, and in assessing, recording and reporting of children's progress.
- provide an attractive and stimulating working environment which values children's work.
- maintain high standards of conduct, both in the classroom and elsewhere in the school, having regard to the children's safety, well-being and consideration for others
- follow the school policies concerning the teaching of RE, worship and prayer.
- participate in the shared management of the school through staff meetings and discussions, and commitment to whole-school policies and procedures.
- show a commitment to personal professional development and in-service training.
- to take an active role as reviewee and/or Team Leader in Performance Management.
- liaise with Teaching Assistant support in classroom when available and be line manager to Teaching Assistant(s) working in class.
- liaise with SENCo regarding children with Additional Educational Needs

Performance Management

Knowledge and Understanding

- demonstrate a thorough and up-to-date knowledge of the teaching of your subject and take account of wider curriculum developments which are relevant to your work

Teaching and Assessment

- demonstrate that you consistently and effectively plan lessons and sequences of lessons to meet pupils' individual learning needs
- demonstrate that you consistently and effectively use a range of appropriate strategies for teaching and classroom management
- demonstrate that you consistently and effectively use information about prior attainment to set well-grounded expectations for pupils and monitor progress to give clear and constructive feedback

Pupil progress

- demonstrate that, as a result of your teaching, your pupils achieve well relative to the pupils' prior attainment, making progress as good or better than similar pupils nationally. (This should be shown in marks or grades in any relevant national tests or examinations, or school-based assessment for pupils where national tests and examinations are not taken.)

Wider Professional Effectiveness

- take responsibility for your professional development and use the outcomes to improve your teaching and pupils' learning
- make an active contribution to the policies and aspirations of the school

Professional Characteristics

- demonstrate that you are an effective professional who challenges and supports all pupils to do their best through:
 - inspiring trust and confidence,
 - building team commitment,
 - engaging and motivating pupils,
 - analytical thinking,
 - taking positive action to improve the quality of pupils' learning.

Accountability for leading, managing and developing a subject (Not NQT/GTP))

- Be a leader of change in policy making and development of schemes of work, to achieve continuity and progression through the school.
- Provide subject expertise
- To provide an Action Plan which links to the needs of the curriculum subject within the School Improvement Plan
- Motivate and support colleagues
- Monitor and evaluate standards and progress, through study of staff planning and children's work, and through classroom visits, reporting your findings to the Senior Leadership Team
- Communicate to members of staff both formally and informally
- Keep under review the school's stock of resources. Be aware of what is on the market, for classroom use and for staff reference. Apply to the Senior Management Team to make purchases.
- Organise the deployment of books, resources and materials. Provide help and advice to staff on their effective use.
- Regularly and systematically give guidance to colleagues on content, teaching methods and resources.
- Organise and/or lead meetings and workshops.
- Offer support to staff in the planning and implementation of their programmes of work.
- Encourage links with other areas of the curriculum.
- Advise staff on assessment procedures, in line with the school's policy on Records of Achievement.
- Attend and make known relevant courses, organising reports to staff on issues of mutual concern.
- Maintain contact with support agencies.
- Keep up to date on current research and thinking, and bring relevant documents to the attention of staff.
- Consult with the Headteacher/SENCo in regard to Additional Educational Needs provision.

Signed:

Date:
