

# The Bourne Partnership Job Description

<b>Post title</b>	Class Teacher
<b>Salary and grade:</b>	Main Pay Scale
<b>Line manager:</b>	Head of School

## **Core purpose of the job:**

- Be responsible for the learning and achievement of all pupils in your 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, TVC colleagues and external agencies in the best interests of pupils.
- Meet the professional standards set out in the Department for Education's Teacher's Standards Documents
- Act within, the statutory frameworks, which set out your professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

## **Duties and responsibilities**

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 should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

## **Teaching**

- Be responsible for the preparation and delivery of the curriculum as relevant to the age and ability group of the children you teach
- Be accountable for the attainment, progress and outcomes of pupils' in your care
- Fully understand your pupils' capabilities, their prior knowledge and plan effective and inspiring teaching and learning activities to build on these
- Demonstrate a thorough knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils in your care and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging precise learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils timely and effective developmental feedback in line with the school Marking and Feedback Policy. Encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Demonstrate and understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- When teaching reading demonstrate a clear and thorough understanding of the appropriate teaching strategies

- Communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Participate in arrangements for tests and assessments within the remit of the School Teachers' Pay and Conditions Document.

#### **Behaviour and Safety**

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and follow all aspects of the agreed school behaviour policy
- Manage your class effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge them
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

#### **Team working and collaboration**

- Actively participate in meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the professional development of other teachers and support staff including the induction and assessment of new teachers
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

#### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Work in partnership with other members of your class teaching and support team
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

#### **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document
- Marking to be carried out in accordance with school Marking and Feedback Policy
- Progress reports for children to be prepared and issued as per school policy
- Child Learning Reviews to be attended as per the school policy

#### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

**Other**

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the head teacher

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of the Bourne Partnership Organisation Plan and may change either as your contract changes or as the organisation of the School/Partnership is changed. Nothing will be changed without consultation.

**Signature of Post Holder:**

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**Date:**

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**Signature of Head of School:**

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**Date:**

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