

# **Job description**

# **Post:** Class Teacher, subject leader

## Name of Teacher: tbc

**Responsible to**: The Headteacher, the Governors of the school and the Local Authority

### Job Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.

### As a class teacher:

Planning, Teaching and Class Management

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

* Identifying clear teaching objectives 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 programmes of study;
* Ensuring effective teaching and best use of available time;
* Maintaining discipline in accordance with the school's procedures;
* Encouraging good practice with regard to punctuality, behaviour, standards of work and home learning;
* 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 subject taught;
* Evaluating own teaching critically to improve effectiveness;
* Ensuring the effective and efficient deployment of classroom support;
* Taking account of pupils' needs by providing structured learning;
* Opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
* Encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
* Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

Monitoring, Assessment, Recording, Reporting

* Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* Mark using school mark scheme 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 students as requested by examination bodies, departmental and school procedures;
* Prepare and present informative reports to parents
* Meets the standards for professional conduct set out in the Teachers’ Standards

## In addition to the requirements of a class teacher, as a ‘developing teacher’:

* Ensure that most lessons are judged good or better and show evidence of on-going improvement.
* Participate fully in development of school policies and practice relating to all aspects of the management of behaviour.
* Ensure that almost all pupils achieve in line with school expectations, with support if necessary;
* Ensure professional relationships with pupils, colleagues and staff result in good progress by all groups of pupils and productive sharing of professional practice with others.
* Through subject leadership, provide support and advice, that has a significant impact on the work of others, planning and leading staff INSET.
* Take a proactive role in identifying areas for professional development, accessing advice and adapting practice.
* Play a more prominent role within designated teams
* Lead a subject area, developing and evaluating the subject.
* Demonstrate a positive attitude to school life that enable you to become a motivating role model for pupils and colleagues.
* Regularly commit to wider school activities that boost provision and improve the range of activities offered to pupils, including a club for a minimum of 10 weeks.

### Personal characteristics

It is expected that a MPS class teacher fulfils *Hay Group Leadership Characteristics and Competencies* Level 2, working towards level 3.

Specific attributes will include:

* Expresses a professional view
* Sensitive to group needs and dynamics
* Actively contributes
* Provides tangible support
* Sets boundaries
* Makes the class effective
* Thinks and acts ahead
* Values others
* Shares information

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 manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Signed by Post Holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_