



## **JOB DESCRIPTION**

**JOB TITLE:** Class Teacher

**JOB HOLDER'S NAME:**

**REPORTS TO:** Headteacher/SLT

**MAIN RANGE PAY SCALE**

**DATE:**

### **Purpose of Job:**

Be responsible for the learning and achievement of all pupils in the class/es 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 and external agencies in the best interests of pupils.

Act within, the statutory frameworks, which sets 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 (2012)*

Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### **Outline of Main Duties:**

#### **Teaching:**

1. Deliver the curriculum as relevant to the age and ability group that you teach.
2. Taking responsibility for and promoting the progress and well-being of individual pupils and of any class or group of pupils assigned to you.

3. Organising the classroom and learning resources to create a positive learning environment.
4. Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
5. Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
6. Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English.
7. If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics.
8. Motivating pupils with enthusiastic, imaginative presentation; maintaining discipline.
9. Give pupils regular feedback, both orally and through accurate marking, and 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.
10. Use relevant data to monitor progress, set targets, and plan subsequent lessons.
11. Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
12. Make accurate and productive use of assessment to secure pupils' progress.
13. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.

### **Behaviour and Safety:**

1. Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
2. Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
3. Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
4. Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

5. Have high expectations of behaviour, promoting self control and independence of all learners.
6. Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*.
7. Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school policies and procedures.

#### **Teamwork and Collaboration:**

1. Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school such as assemblies.
2. Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
3. Contribute to the 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.
4. Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
5. Undertaking subject leader role. Coordinating activities and resources within a specific area of the curriculum, and supporting colleagues in the delivery of this specialist area.
6. Take part as required in the review, development and management of the activities relating to the curriculum and organisation the school, some events may take place at weekends or in the evening.
7. Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document.

#### **Fulfil Wider Professional Duties:**

1. Work collaboratively with others to develop effective professional relationships.
2. Deploy support staff effectively as appropriate.
3. Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
4. Communicate and co-operate with relevant external bodies.
5. Make a positive contribution to the wider life and ethos of the school.

**Administration:**

1. Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
2. Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

**Professional development:**

1. 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.
2. 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 performance management.
3. Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012.

**Other:**

1. 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.
2. Perform any reasonable duties as requested by the headteacher.

**Experience, Skills and Attitudes:**

1. Qualified teacher status.
2. Teaching experience with the primary and early years age range.
3. Demonstrate a commitment to promoting the school's vision and ethos – Being able to develop in each child the skills of courage, adaptability and determination. Promoting the elements that complete the "Circle of Courage" – Belonging, Mastery, Independence and Generosity.
4. Be able to establish and maintain a purposeful working atmosphere.
5. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
6. Teach using a wide variety of strategies to maximise achievement for all children including those with special educational needs and high achievers and to meet differing learning styles.
7. Encourage children in developing self-esteem and respect for others.
8. Deploy a wide range of effective behaviour management strategies, successfully

**Scope for impact:**

An enthusiastic and knowledgeable primary school teacher sets the standards for young learners which they carry throughout their academic lives. Individuals performing the role successfully are appreciated by pupils, parents and peers alike for their patience, stamina and dedication to furthering the education and discipline of youngsters. Class teachers at Borough Green are expected to show a professional attitude at all times, to prepare and present lessons in line with the national curriculum, work as part of a team, practise time-management and demonstrate interpersonal attributes.

**Job Context:**

- be expected to work effectively with class groups, individual pupils and small groups.;
- contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management;
- be expected to work as part of the school team and contribute to plans to ensure the school meets its aims;
- work within the relevant national, local and school policies, codes of practice and legislation reporting any concerns to the relevant person;
- have good communications skills and so be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

**Specific Objectives 2016-17**

1. To successfully complete NQT year.

I acknowledge the Conditions of Employment and the above Job Description. I understand that appraisal targets and action plans form the basis of the school plan.

Signed .....

Date.....