

SLADE PRIMARY SCHOOL

Class Teacher

Job Description

|  |  |
| --- | --- |
| **POST TITLE:** | Class Teacher |
| **REPORTS TO:** | Headteacher; members of SLT |
| **GRADE:** | Main Pay Scale, in line with the current *School Teachers’ Pay and Conditions Document* |

**Main purpose of the job:**

* Be responsible for the learning and achievement of all pupils in the 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 and external agencies in the best interests of pupils
* 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 (2012)*
* 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:**

* Deliver the curriculum as relevant to the age and ability group that you teach through consistent Quality First Teaching, including delivery of learning remotely
* Be responsible for the planning, preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of pupils you teach, ensuring all pupils make at least expected progress
* 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
* Have a clear understanding of the needs of all pupils, including those with special educational needs, and consistently implement the mainstream core standards to engage and support these vulnerable groups
* 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
* Make accurate and productive use of assessment to secure pupils’ progress
* Give pupils regular feedback 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 and learning
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* 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:**

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and follow the Behaviour Policy using a range of strategies, including praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* 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 all pupils
* Have high expectations of behaviour, promoting 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
* Comply with health and safety policies and undertaking risk assessments where appropriate

**Team working and collaboration:**

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Be an active member of a curriculum team, co-ordinating activities and resources within a specific area of the curriculum and supporting colleagues in the delivery of this specialist area
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Take part in school events and activities, some of which may take place in evenings or weekends

**Fulfil wider professional responsibilities:**

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* 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
* Keeping up to date with changes and developments in Primary education
* Make a positive contribution to the wider life and ethos of the school

**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 Headteacher

|  |  |  |
| --- | --- | --- |
| **Signature of post holder:**  |  | **Date:** |
| **Signature of Headteacher:**  |  |  **Date:** |