

Christ Church CEJ School, Ramsgate

Class Teacher – Job Description

Post title	Class Teacher
Salary and grade:	MPS in line with the payscale as published within the current pay & reward policy, which operates within minimum and maximum of <i>School Teachers' Pay and Conditions Document</i>
Line manager/s:	Neil Tucker, Headteacher, members of the senior leadership team (SLT) and the governing body
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the 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 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
 - Take specific responsibility and accountability for leading on and the day to day management and organisation of your subject.
 - Monitor how the quality of teaching is developing in the areas of your subject.
 - Be an excellent classroom practitioner and have an impact on educational progress beyond your assigned pupils
 - Support, train and advise staff regarding your subject.
-

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/subject/s that you teach
- Be responsible for the 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

Christ Church CEJ School, Ramsgate

Class Teacher – Job Description

- 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; gifted and talented; EAL; disabilities; 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 (whatever your specialist subject)
- If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- 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, 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 and study
- 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
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*
- Support and implement the vision and ethos of the school

Behaviour and safety

- 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
- 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 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

- 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
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and 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
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil

Christ Church CEJ School, Ramsgate

Class Teacher – Job Description

- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

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
- 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*

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

Subject teaching and learning responsibility

- Lead a subject across the whole school
- Have overall responsibility and accountability for your subject ensuring continuity, consistency, balance, match and progression ensuring schemes of work are current and implemented consistently across the school
- Lead regular meetings relevant to your areas of responsibility with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range

Leadership and management

- Contribute to, implement and evaluate the success of School Improvement Plan relevant to your subject.
- Ensure that the work of the team/whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice across the school and that you bring to the attention of the senior leadership team (SLT) any which may need revisions or amendments especially those relative to your subject.
- Together with SLT, lead on the school self evaluation process for health related issues and your subject including lesson observations, monitoring of school priorities and bringing about improvement
- Update SIP termly for Headteacher Report
- As appropriate contribute to the writing of self-evaluation and policy documents
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of the middle leadership team

Christ Church CEJ School, Ramsgate

Class Teacher – Job Description

- Be an effective role model in terms of teaching, behaviour and classroom management for your subject.

Monitoring and assessment

- As appropriate monitor and review the impact of teaching and pupil progress in your subject e.g. reports, assessment for learning, lesson observations, display, book scrutiny
- Monitor standards including recorded work as relevant to your subject across the school including reviewing long and medium term planning
- Monitor and analyse data as appropriate to identify healthy barriers to learning e.g. health related behaviour survey and to identify/inform school priorities

Manage resources

- Be responsible for the organisation, planning and evaluation of programmes as relevant
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff (middle and upper as appropriate)
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in history and geography including local/national network meetings and disseminate information as appropriate
- Ensure all staff are kept up to date with current practice, policy and guidance

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

Note: This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder _____ **Date** ____ / ____ / ____

Signature of headteacher _____ **Date** ____ / ____ / ____