

## WEST BOROUGH PRIMARY SCHOOL – JOB DESCRIPTION



<b>Post title:</b>	Class Teacher
<b>Salary:</b>	Main Pay Range
<b>Other responsibility:</b>	Area to be agreed
<b>Line Manager:</b>	Headteacher/Senior Leaders/Governing Body
<b>Appraiser:</b>	Leader of Learning
<b>Supervisory Responsibility:</b>	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

### Core Purpose:

- 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 (2017)
- 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/subject/s that you teach to a good/outstanding level
- 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, ensuring all pupils make at least good 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; 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
- 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

### **Personal Development, Behaviour and Welfare**

- 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
- 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
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Where relevant, 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
- 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

### **Leading, managing and developing a subject (Not NQT)**

- Be a leader of change in policy making and development of medium term plans, to achieve continuity and progression through the school.
- Provide subject expertise
- Provide an Action Plan which links to the needs of the curriculum subject within the School Improvement Action Plan

- Co-ordinating activities and resources within a specific area of the curriculum and supporting colleagues in the delivery of this specialist area
- Motivate and support colleagues
- Monitor standards and progress, through study of staff planning and children's work, and through classroom visits, reporting your findings to the Senior Leadership Team
- Communicate to members of staff both formally and informally
- Keep under review the school's stock of resources.
- Be aware of what is on the market, for classroom use and for staff reference.
- Apply to the Senior Leadership Team to make purchases.
- Organise the deployment of books, resources and materials.
- Provide help and advice to staff on their effective use.
- Regularly and systematically give guidance to colleagues on content, teaching methods and resources.
- Organise and/or lead meetings and workshops.
- Offer support to staff in the planning and implementation of their programmes of work.
- Encourage links with other areas of the curriculum.
- Advise staff on assessment procedures, in line with the school's policy on AWL.
- Attend and make known relevant courses, organising reports to staff on issues of mutual concern.
- Maintain contact with support agencies.
- Keep up to date on current research and thinking, and bring relevant documents to the attention of staff.
- Consult with the Headteacher/SENCo in regard to Additional Educational Needs provision.

#### **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, under the guidance of SENCo/SLT
- Keeping up to date with changes and developments in Primary education
- 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

## Other

- 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