



## **Tunbury Primary School**

### **JOB DESCRIPTION FOR CLASS TEACHER**

**Responsible to:** Head Teacher

**Responsible for:** Ensuring outstanding standards of learning and teaching and statutory requirements are met.

#### **General Duties:**

The education and welfare of a class, in accordance with the requirements of the Conditions of Employment for school teachers, having due regard to the requirements of the National Curriculum, the school's aims and objectives, policies of the Governing Body and curriculum guidance. To share in the corporate responsibility for the well being and discipline of all pupils.

#### **Areas of Key Accountability:**

##### **1. Teaching Children**

- Maintain a rigorous focus on raising standards of attainment by setting appropriate targets for the class, groups and individual pupils and monitoring and evaluating progress in relation to the targets.
- To provide a stimulating, well organised environment with appropriate learning resources to develop fully the potential of each individual child and to ensure efficient and appropriate storage, organisation and use of resources.
- To provide a broad and balanced programme of learning by implementing all School Policy Documents and relevant School Schemes of Work, enabling all children to receive their legal entitlement under the National Curriculum and Kent Agreed Syllabus for Religious Education.
- To prepare challenging and exciting learning tasks based on clear objectives with purposeful learning outcomes following agreed themes.
- Plan for and provide a differentiated curriculum for more and less able pupils.
- Write and review Individual Education Plans for pupils at Early Years Action and beyond on the SEN Register.
- To use a range of teaching and learning styles and strategies appropriate to the effective delivery of the planned learning objectives.
- To implement the School's policies for marking, teaching and learning, assessment, collection of evidence, moderation and the regular and systematic recording of pupil data.
- To ensure pupils engage with their learning, and pupils' expectations and achievements are high.
- To set pupils clear targets for improvement that build on prior attainment.
- To evaluate and reflect on practice critically to improve effectiveness.
- To ensure that all groups of pupils have their learning needs met.

- To develop independent learners with good learning attitudes and behaviours.
- To ensure the effective and efficient deployment of classroom support.
- To develop opportunities for learning outside of the classroom and involving parents in their children's education.
- Liaise with the INSET Manager to secure appropriate training and professional development opportunities in line with School Improvement Plan and Performance Management requirements.
- To lead and manage a National Curriculum subject as specified by the Head Teacher (see separate job description for subject leader).
- To offer an extra-curricular activity.

## **2. The School Community**

- To support and assist the Head Teacher and the Governing Body in fulfilling their statutory requirements and ensuring the effective implementation of the School Improvement Plan.
- To work with the school team to develop and improve the quality of the school's provision for all pupils.
- To take a full role in staff meetings, discussions and working parties (when required) and to support the development of school policy.
- To actively support the Head Teacher, Senior Leadership Team, other teaching staff, support staff and outside agencies.
- Implement the School's Equal Opportunities and Racial Equality policies.
- To promote positive relationships with all parents, particularly those whose children you teach.
- To support and assist the TSA in fulfilling its fund raising role.
- Carry out any other duties as may be reasonably requested by the Head Teacher or Governing Body.

## **3. Monitoring, Assessment, Recording and Reporting**

- To keep parents informed about the progress and development of their children, through written reports, parents' evenings and informal discussions providing supportive and constructive advice as appropriate.
- To mark and monitor pupils' work following the school's marking policy.
- To assess, track and record pupils' progress in line with the school's policy.
- To ensure pupil results and test scores are entered appropriately onto the school's data base.
- To ensure reporting policies and procedures are followed.

## **Notes**

- Duties will inevitably develop and change as the work of the school changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions. The school reserves this right. This job description will be supplemented on a regular basis by individual objectives as per the annual performance review derived from the School Improvement Plan.
- Where an applicant or existing employee is, or becomes disabled (as defined by the DDA) and informs the school fully of their requirements, reasonable adjustments will be made to the job description, wherever possible after seeking appropriate professional advice.