



Godinton Primary School

Job Description

POST **Class Teacher**

NAME:

RESPONSIBLE TO: **Head of School**

JOB SUMMARY:

To carry out the professional duties of a teacher, as circumstances may require and in accordance with the school's policies, under the direction of the Headteacher.

Duties:

- To plan, prepare and deliver lessons to an allocated class or set of pupils in such a way as to bring about a progression of their learning;
- set tasks which challenge students and ensure high levels of interest;
- be aware of and make provision for students who are AEN/SEN, very able, CIC or who have other particular individual needs;
- contribute to or construct relevant plans, for example provision maps or behaviour support plans
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;
- evaluate own teaching critically to improve effectiveness;
- ensure the effective and efficient deployment of classroom support;
- assess record and report on the development, progress and attainment of pupils as required.
- mark and monitor students' work, provide verbal feedback and set targets for progress;
- prepare and present informative reports to parents;
- be familiar with statutory assessment procedures;

Other Activities:

- Communicating and consulting with the parents of pupils;
- Participating in meetings which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- having regard for the need to safeguard pupils' well-being at all times;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;

- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- keep up to date with technology required to complete duties;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- work collaboratively as part of a school team;

Staff Development/Training/Reviews/Meetings:

- Participating in a scheme of staff development and performance review.
- Reviewing from time to time his/her methods of teaching and programmes of work;
- Evaluating teaching critically and using this evaluation to improve effectiveness.

Curriculum Development:

- Have lead responsibility for a subject or aspect of the school's work and develop plans for its development and / or maintenance;
- Work collaboratively as part of a curriculum team.

Discipline, Health and Safety:

- Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

General:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This post is subject to the terms and conditions of the current School Teachers' Pay and Conditions Document, the Conditions of Service for School Teachers in England and Wales (The Burgandy Book), as supplemented by Kent County Council's locally negotiated conditions (The Blue Book), the Teachers' Standards 2012 and other current legislation.
- This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.
- This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

THIS JOB DESCRIPTION MAY BE AMENDED UNDER MUTUAL NEGOTIATION BETWEEN EMPLOYER AND EMPLOYEE.

Signed:

Date:

Signed:

HEADTEACHER

Date: