**Job Description**

**Post:** Class Teacher

**Responsible to:** Headteacher and the Governing Body

**Job Purpose:**

You will be expected, as part of the school community to raise overall achievement at Shoreham Village School. The duties outlined in this Job description are in addition to those covered by the latest ‘School Teachers’ Pay and Conditions Document’ and the ‘Teachers Standards’ DFE May 2012. It will be reviewed with you to reflect or anticipate changes in the job, commensurate with the salary and area/s of responsibility. In particular you will assist the Senior Leadership Team in attaining the following:

* To achieve a standard of teaching and learning that is evidenced by observed lessons being 80% good or outstanding
* To ensure safeguarding practices are paramount for **all** pupils
* To enhance and uphold the good reputation of the school,
* To be a strong member of the School Team that results in actions which provide first class teaching and learning opportunities for pupils and staff
* To work with the whole school community to raise overall achievement, specifically focusing on teaching and learning in your Year group
* To support the school in the key measure of Whole School Agreed Targets for your class
* That the tracking of data enables teachers to identify for their classes at any given moment, which pupils are working above, on or below their target grades
* That action addresses under-achieving pupils and that the impact of these actions is making a significant difference in raising standards
* To be fully aware of SEN /AEN actions and procedures and actively seeking support and guidance for any children with additional needs
* To work with your colleagues to provide an integrated coherent approach to learning
* To take an active role in Performance Management
* To take assemblies as required

**Key Responsibilities:**

* Attend and participate in open evenings and pupil’s performances
* Understand their professional responsibilities in relation to school policies and practices and in so doing to actively support and reinforce those policies, e.g. anti-bulling, homework, Child Protection, Health and Safety etc
* Be aware of the role and functions of the Governing body
* Set a good example, not only to the pupils they teach, but also to all other pupils in the School, in their appearance and their personal conduct
* Critically evaluate resources and teaching, using this knowledge to improve the quality of teaching and learning
* Establish effective working relationships with other professional colleagues, not only those within the School, but also those from outside agencies concerned with pupils’ education and welfare, e.g. educational psychologists
* Assist in the development of the School Curriculum in line with the SIP
* Assist in the maintenance of outstanding discipline in and around the School
* Attend meetings within the constraints of directed time and contribute to the development of programmes of study, and any other relevant aspects of the life of the School

**Strategic Management:**

* To be actively engaged in all school initiatives and promote with all stakeholders across the school
* To develop and implement the school’s strategy for raising attainment through relevant CPD, First Quality teaching, AfL and APP
* To integrate year group planning with the major objectives of the school development plan and takes the curriculum forward to meet the targets set by the Governing Body
* In conjunction with the Headteacher set strategic targets (Attainment and at least 2 sub levels of progress) for teaching and learning in English, and Maths for your class
* To develop and implement partnerships to support the curriculum and other activities such that wider expertise enriches the holistic learning experiences of the students and the wider community

**Teachers will have additional specific responsibility for:**

* Designing/revising a broad curriculum that meets the aims of the School and the needs of **all** pupils
* Making sure that innovative and appropriate approaches to learning are made available to pupils with specific learning needs, for example: those with a low skill base, and the very able
* Evaluating National and International initiatives to promote learning and incorporating appropriate elements into the Schools strategy for raising standards
* Working with other teams to agree schemes of work so that the content of the units are complementary and so provides pupils with a broader understanding of the subject and its links with other fields of study
* Ensuring that the statutory requirements of the National Curriculum are met
* Ensuring Community and enrichment aims are reflected in teaching and learning experiences, so that cross-curriculum dimensions work together within the curriculum to provide compelling learning experiences
* Evaluating the design and delivery of the curriculum to continuously strive for improvement
* Constantly monitoring and evaluating progress towards meeting pupil achievement and progress targets and reporting to your Team Leader, SLT and Parents
* Regular use of appropriate ICT initiatives to influence and improve learning for pupils and adults

**Financial Management:**

* Making sure that ‘Best Value’ principles are applied to all appropriate purchasing decisions
* Evaluating use of financial resources to ensure that desired outcomes are met
* Advising the Head Teacher and SLT of potential additional funding for your year group and assist with the bidding process

**People Management:**

* Adopting a strong, caring and flexible style so as to influence and motivate staff and pupils to achieve their objectives and those of the School
* Reflect the strong values that underpin the School’s foundation during the day to day, in and out of school
* Create an environment of open-mindedness, fairness and harmony between groups and individuals
* Create an environment where there is drive, high expectations and ambition, to transform the learning experiences of the pupils
* Working proactively with Teachers, Learning Assistants, Team Leaders, and the SLT to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes
* Implementing ‘Best Practice’ School’s performance management processes so as to provide a positive framework for TA staff development and achievement
* Assisting the SLT to ensure that a significant staff development programme is designed and implemented. This will be structured and relevant, taking into account the development priorities of the School and those of individual members of staff. It will be visibly linked to the outcomes of the performance management process
* Supporting the team in case of absence
* In conjunction with all staff, organising activities/processes that encourage team development (including parents and partners)
* Making sure that effective, caring policies concerning a broad range of pupil and Staff welfare matters are implemented
* Providing overt support to staff to enable them to effectively implement the policies of the School
* Create an environment where there is visible acknowledgement that everyone is valued

**Developing and maintaining strong community links**

* Supporting initiatives to outreach to the community
* Assist the SLT to create and implement ways of actively involving parents in the learning process
* Networking with primary and secondary schools in Sevenoaks and beyond to share best practice

**Facilities management includes:**

* Ensuring that physical resources to deliver the curriculum are acquired and are maintained
* Making sure that the School and classroom environment is used in the most effective way to meet the needs of all pupils and of the curriculum
* Promptly informing SLT of any H& S issues

**General Administration:**

* Ensuring that all administrative systems are based on the optimum use of information technology
* Providing appropriate, accurate and timely pupil data to enable continuous evaluation of progress
* Checking that information required by various internal and external bodies is produced within the given time scale and is of excellent quality
* Provide timely evidence for the Performance Management cycle

**Accountability and Key Performance Indicators:**

* Ongoing responsibility towards percentage of pupils gaining expected/exceeding (FS) and Level 1A (Y1) measured against whole school Targets.
* Percentage of pupils meeting their class Attainment targets as set with the Progress Leader.
* Percentage of pupils meeting their progress Targets.
* Proportion of lessons observed to be good/outstanding as set out by KCC (80%).
* Responsibility taken for personal professional development

**General Tasks**

* Set a prompt and structured start to the morning and afternoon sessions
* Ensure that the classroom is left tidy at the end of each lesson and to report damage promptly
* Participate in and deliver class assemblies, where required
* Attend the relevant assemblies as requested by the Headteacher
* Participate in the formulation and execution of school policies
* Organise class participation in School events

**Administration: (Registration, Absences, Lateness)**

* Mark the register fully and accurately. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy on Attendance
* Collect absence letters and to pass these on to the appropriate person for recording and filing
* Contribute to the monitoring of the pupils’ attendance/absence and lateness records. The office team and Headteacher will also contribute to this process
* Follow the procedures for First Day of Absence as set out in the Staff Handbook
* Distribute information at end of day such as newsletters, etc
* Collate any reports from other staff and check for accuracy, spelling and grammar. Pass the reports on to the Headteacher for comments, and to finally distribute them to the class

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties, including the provision of high quality teaching and learning and the pastoral care of the children in their charge.

**Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed (Headteacher):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_