

# ST BOTOLPH'S C OF E PRIMARY SCHOOL

## CLASS TEACHER

### JOB DESCRIPTION

**Responsible to:** The Headteacher and Governors of the school

**Salary:** MPS

#### Job Purpose

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.

#### Areas of Responsibility and Key Tasks

##### Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed;
- Setting tasks which challenge pupils and ensure high levels of interest;
- Setting appropriate and demanding expectations;
- Setting clear targets, building on prior attainment
- Identifying SEN or very able pupils;
- Providing clear structures for lessons maintaining pace, motivation and challenge;
- Making effective use of assessment and ensure coverage of programmes of study;
- Ensuring effective teaching and best use of available time;
- Maintaining discipline in accordance with the school's procedures;
- Encouraging good practice with regard to punctuality, behaviour, standards of work and home learning;
- Using a variety of teaching methods to:
  - match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
  - select appropriate learning resources and develop study skills
  - through library, I.C.T. and other sources;
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- Evaluating own teaching critically to improve effectiveness;
- Ensuring the effective and efficient deployment of classroom support;
- Taking account of pupils' needs by providing structured learning;
- Opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- Encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

##### Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark using school mark scheme and monitor pupils' work and set targets for progress;
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Undertake assessment of students as requested by examination bodies, departmental and school procedures;
- Prepare and present informative reports to parents.

## Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- Contribute to the whole school's planning activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers 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

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

## Equality

- Understands equal opportunities
- Deals with all pupils and work colleagues fairly, regardless of race, colour, sex, disability, age or religious belief

## Personal characteristics

Specific attributes will include:

- Expresses a professional view
- Sensitive to group needs and dynamics
- Actively contributes
- Provides tangible support
- Sets boundaries
- Makes the class effective
- Thinks and acts ahead
- Values others
- Shares information

## Commitment to the School

- I will adhere to the school's Teaching and Learning Policy.
- I understand that my behaviour in, and out of school can impact on the reputation of the school and the teaching profession as a whole.
- I agree to comply to Teachers' Standards

Signed by Post Holder \_\_\_\_\_

Date \_\_\_\_\_