

St. Bede Church of England Primary School

Job Description: Class Teacher

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

St. Bede CE Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure excellent outcomes for all pupils
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Actively contribute to a whole school culture of "safeguarding" is everyone's responsibility in the school.

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Follow all safeguarding strategies as outlined in child protection and safeguarding policies.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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.
- Contribute to the monitoring of the pupils' attendance/absence and lateness records. The Admin Officer, Leadership Team and Head teacher will also contribute to this process.
- Distribute information such as newsletters, timetables, etc.

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.