

Class Teacher Job Description

Responsible to: Executive Headteacher and Head of School

This job description may be amended at any appropriate time, following consultation between the Executive Headteacher and teacher.

Purpose of post

To provide a high quality educational experience for all children

General duties and responsibilities

- To carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions document
- To continue to meet the required standards for Qualified Teacher Status
- To supervise children as part of a rota during their free time e.g. playtime

Planning, teaching and class management

- Plan and deliver the teaching programme for all pupils within the class in relation to the National Curriculum and the agreed syllabus for Religious Education, PHSE and Citizenship with regard for the school's own policies and schemes of work
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge
- Make effective use of assessment information on pupils attainment and progress and in planning future lessons
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that learning objectives are met
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident
- Use a variety of teaching and learning styles to keep all pupils engaged
- Be familiar with vulnerable groups
- To take part in collective worship, professional development meetings and INSET and in school policy making thus playing a full part in the life of the school
- Evaluate your own teaching critically to improve effectiveness

Monitoring, assessment, recording, reporting and accountability

- Assess and record each pupil's progress systematically with reference to the schools current practice.
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress

- Provide reports on individual progress to the head teacher and parents as required

Other professional requirements

- Establish and maintain effective working relationships with professional colleagues, governors and parents
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for your own professional development

Dimensions of the role:

Pupils:

Ensuring that all pupils in cohort make progress commensurate with abilities, national expectations and prior performance.

Staff & Other Adults:

Ensure the effective deployment of all adults working within the class environment ensuring effective and appropriate contribution to the learning of all pupils.

Principal Accountabilities:

Accountability Context

The education and welfare of a designated class/group of pupils, in accordance with the requirements of the Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and the policies of the governors.

- Be accountable for class standards and attitudes to all areas of learning,
- Ensure a consistent and continuous focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning, and respond accordingly ensuring progress for all.
- Keep abreast of current requirements of classroom and curriculum good practice, disseminating relevant information to colleagues, governors and parents, as required, in order to invest in the professional development, knowledge and understanding of others.
- To ensure that pupils benefit from a partnership approach to learning by liaising closely with parents and developing a shared understanding of a pupil's strengths, weaknesses and approaches to learning.
- Support the school's aims, vision and key priorities, by contributing and responding to school development work, in-service programmes and other professional development opportunities.
- To keep the Senior Leadership Team informed of cohort specific needs and developments through effective monitoring.

Accountability Context (MPR post holders, not ECT)

To provide professional leadership and management for a subject to secure high quality teaching, effective use of resources and improve standards of learning and achievement for all pupils.

- Support the school's aims, vision and key priorities, by contributing and responding to school development work, in-service programmes and other professional development opportunities, advising and supporting colleagues as necessary.
- Support the school's aims, vision and key priorities, through the effective deployment of staff and resources.
- Be accountable for pupils' standards and attitudes to all areas of learning within a subject, ensuring a consistent and continuous focus on pupils' achievement, using a wide range of monitoring strategies including data and benchmarking, to monitor progress and respond accordingly ensuring progress for all.
- To liaise regularly with a member of the Senior Leadership Team regarding subject specific needs and developments through effective monitoring, enabling them to make well-informed decisions linked to the school's priorities.

Relationships:

Learning Support Assistants

- Regular daily / weekly meetings with member(s) of support staff to direct and monitor their activities in relation to pupil learning.

SENDCo

- Regular meetings to ensure SENCo is well informed about progress, classroom practice and issues relating to learning.

Year Group Colleagues

- Weekly meetings with year team ensuring a good understanding of developments and issues relating to the year group and how they might impact on future practice.

Line Manager: Team Leader

- Liaise regularly with the Team Leader ensuring good understanding of developments and issues relating to the year group / class.

Executive Headteacher or Head of School

- Liaise regularly with Executive Headteacher or Head of School ensuring a good understanding of developments and issues relating to the class / year group and relevant relationships.

Other Contacts - Within the school

Administration and Site Staff

- Ensure that admin and site staff are well informed about class / year group activities and cohort information is provided within published timeframes in order to enable them to carry out their roles effectively.

Other Contacts - Outside the school

Brief parent helpers and liaise regularly whilst they undertake work within the classroom.

- Work with people from the wider community to support the learning experiences of the children.

Job Challenges

- Identifying, recognising and responding to the complexities and diversity of pupils' needs, ensuring they make appropriate progress and their needs are met,
- Taking the initiative for creating opportunities for the development of own learning, setting and meeting personal targets as distinct from those identified within the PM process,
- Fostering and maintaining positive relationships with colleagues, parents, community and Governors.