### Valley Road Primary School

### Job Description: Class Teacher

**Responsible to: Head Teacher and Key Stage Coordinator**

**Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Governing Body, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The Class Teacher provides high quality teaching for all pupils and improved standards of learning and achievement.

The following criteria and tasks are necessary for all Class Teachers in Valley Road Primary School:

**Knowledge and understanding of:**

* The relevant aspects of the National Curriculum and other statutory requirements.
* Progression in their specialist age range.
* Subject-related questions which pupils raise and know about pupils’ common misconceptions and mistakes.
* To be responsible for the development of the curriculum and to keep curriculum coordinator folders in designated areas.

**Planning and setting expectations:**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
* Set appropriate and demanding expectations for pupils’ learning and motivation.
* Set clear targets for pupils' learning, building on prior attainment.
* Identify pupils who have Special Educational Needs and Disabilities (SEND) and know where to get help in order to give positive and targeted support.
* Implement and keep records on Individual Pupil Profiles.

**Teaching and managing pupil learning:**

* Ensure effective teaching of whole classes, groups and individuals.
* Use teaching methods that keep pupils engaged.
* Set high expectations for pupils' behaviour.
* Establish and maintain a good standard of discipline through well-focused teaching and through positive and productive relationships.
* To take responsibility for a subject and to coordinate it alongside another teacher.

**Assessment and evaluation:**

* Assess how well learning objectives have been achieved and use this assessment for future teaching.
* Mark and monitor pupils’ class and homework providing constructive oral and written feedback, setting targets for pupils’ progress.

**Pupil Achievement:**

* Secure progress towards pupil targets.
* To be responsible for the delivery of National Tests with support from the Key Stage coordinator.
* Work closely with the Key Stage coordinator to establish clear targets for pupils’ achievement, and evaluate progress and achievement by pupils, including those with special educational linguistic needs.
* Use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils.

**Relations with parents and wider community**:

* Prepare and present informative reports to parents. Establish a partnership with parents to involve them in their child’s learning, as well as providing information about curriculum, attainment, progress and targets.
* Develop effective links with the local community in order to extend subject knowledge, enhance teaching and develop the pupils’ wider understanding.
* Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
* Liaise with agencies responsible for pupils' welfare.

**Managing own performance and development:**

* Take responsibility for own professional development.
* Understand their professional responsibilities in relation to school policies and practices.
* Set a good example to the pupils they teach in their presentation and their personal conduct.
* Evaluate their own teaching critically and use this to improve their effectiveness.
* Responsibility for own Health and Safety through adhering to school policies and procedures

**Managing and developing staff and other adults:**

* Establish effective working relationships with professional colleagues including teaching assistants.
* Make recommendations and share best practice for the overall improvement of teaching and learning.

**Managing resources:**

* Select and make good use of textbooks, IT and other learning resources that enable teaching objectives to be met.
* Make recommendations for resources that will support pupil achievement.