

EMSWORTH PRIMARY SCHOOL

Post:	Class Teacher
Responsible to:	The Headteacher
Overall purpose:	The management of teaching and learning of pupils in line with the core values of the school. To work as part of a team with care and responsibility for all children across the year group.

General

- Be responsible for the care and educational development of a class/set of pupils within a year group, making sure that equal opportunities exist for all.
- Encourage the spiritual, moral, social and cultural development of pupils.
- Work towards the achievement of the school's aims and core values and the implementation of school policies.
- Be responsible for leading at least one curriculum subject/aspect of management throughout the school and be prepared to change your area of responsibility in relation to the changing needs of the school and your own professional development, in agreement with the Headteacher. This will be varied for ECT appointments.
- To teach within the primary school age range in order to facilitate learning and safeguarding.
- To take responsibility for ensuring that all school and county safeguarding policies are adhered to and concerns raised in accordance with these policies.
- To carry out any such other duties as may reasonably be requested by the Headteacher.

Knowledge and Understanding

- Have a secure knowledge of the EYFS and National Curriculum. Ensure that statutory requirements are taught.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development.
- Be familiar with a wide range of learning styles and know how to use these to engage the interest and meet the needs of pupils.

Planning, Teaching and Class Management

- Plan and prepare lessons regularly and in appropriate detail in accordance with the school's Teaching and Learning Policy, making sure planning is available to the Headteacher and others on request.
- Provide clear structures for lessons, and for sequences of lessons, which maintain pace, motivation and challenge for pupils.
- Set clear targets for pupils' learning, based on prior attainment and the results of formative and summative assessment. Ensure that pupils are aware of the substance and purpose of what they are asked to do.
- Be familiar with subject-specific health and safety requirements, where relevant, and plan lessons to avoid potential hazards.
- Ensure effective teaching of whole classes/sets and of groups and individuals within the class setting so that pupils make good progress in their learning, and best use is made of available teaching time and resources.

- Manage the work of support staff/volunteers to ensure that they enhance learning opportunities for pupils.
- Teach according to the educational needs and abilities of pupils, setting challenges to meet high expectations by having a secure subject knowledge and by using a variety of appropriate teaching methods to ensure high quality learning takes place.
- Set high expectations for pupils' behaviour, based on the agreed rights and responsibilities set out in the Behaviour Policy, establishing and maintaining a good standard of discipline through focused teaching and through positive and productive relationships.
- Review and evaluate your teaching and the pupils' learning on a regular basis.
- Create a stimulating and well-organised environment that promotes independent learning.

Monitoring, Assessment, Recording, Reporting and Accountability

- Mark and monitor pupils' assigned class tasks and home learning providing constructive oral and written feedback, and setting next steps to success for pupils' progress.
- Assess and record pupils' work thoroughly and constructively and use assessments to inform planning and teaching.
- Use National Curriculum and other standardised tests to set pupil targets and evaluate their progress.
- Carry out statutory assessment and reporting arrangements, including preparing and presenting informative reports to parents.
- Prepare written or verbal reports and keep appropriate records concerning the personal and social needs of pupils. Complete school tracking records.
- Treat information disclosed to you concerning individual pupils and families as confidential and share only with appropriate staff if necessary.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- Be familiar with the code of practice on the identification and assessment of special educational needs and ensure that Personal Educational Plans, Individual Behaviour Management Plans and Provision Maps are drawn up, implemented and reviewed regularly.
- Maintain professional dialogue concerning pupils with colleagues and outside agencies.
- Build and maintain positive links between yourself and the parents or guardians of pupils in your care.
- Have due regard for pupils' health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities off-site.

Other Professional Requirements

- Keep up-to-date with educational thinking through participating in further professional development.
- Share your expertise and knowledge with other staff through input at staff meetings, training days and at other agreed times.
- Review, from time to time, methods of teaching and programmes of work.
- Advise and cooperate with the Headteacher and other teachers on the preparation and development of programmes of study, teaching materials, methods of teaching and assessment and pastoral arrangements.
- Maintain good order and discipline among the pupils and safeguard their health and safety in line with policies and risk assessments.
- Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in making arrangements for pupils' supervision during such examinations.

- Take an active part in the review, development and management of activities relating to the curriculum organisation and pastoral functions of the school.
- Attend staff meetings, workshops and parents'/carers' meetings as directed.
- Participate in planning and leading assemblies.
- Undertake a fair and reasonable share of specific supervisory duties, as directed.
- Participate in the school's performance management programme in line with the performance management policy.
- Undertake to lead and manage at least one curriculum subject or aspect of school management, as directed by the Headteacher. Alternative provision for ECT appointments.
- Ensure all School Policies are adhered to and school procedures are followed.

This job description should be considered alongside the most recent School Teachers' Pay and Conditions Document.

The job description will be reviewed annually as part of performance management. In addition, it may be amended at any time in consultation with you.