



JOB DESCRIPTION

The Butts Primary School

<p>Post Title and main purpose</p>	<p>Class teacher</p> <p>You will be responsible for the education and welfare of a designated class of pupils, in accordance with the requirements of the current School Teachers' Pay and Conditions of Employment, having due regard to the requirements of the National Curriculum, the school's mission statement and values, agreed schemes of work and reflecting the policies established by the governors of the School.</p>
<p>Responsible to</p>	<p>Head Teacher</p>
<p>Specific Responsibilities</p>	<p>Class teaching</p> <ul style="list-style-type: none"> • Use effective Assessment for Learning and current curriculum guidelines defined by the head teacher and the governors of the school to plan, prepare and adapt suitable learning sequences for the class. • Plan, prepare and deliver suitable interventions to ensure all children make sustained progress. • Teach effectively and ensure the discipline and safety of the class and of all children, at all times. • Make suitable provision for each child's particular learning and pastoral needs, consulting with the Inclusion Lead and other colleagues as appropriate. • Mark, assess and record children's work in accordance with the agreed policies and procedures. • Provide effective feedback to children. • Complete and prepare standardised forms of pupil records that may be required by the School and LA. • Provide the head teacher with oral or written assessment of individual children's progress and needs as and when required. • Maintain a well-organised, tidy and effective learning environment, ensuring that the classroom is an environment in which children are inspired to learn and enabled to be independent. Ensure that children participate in an established class routine to assist in the general tidiness of their classroom and cloakroom areas. • Maintain a changing and well-mounted display of pupil's work and of resources to support children's independence both in the classroom and other areas as requested by the head teacher and in line with policies and procedures. • Promote the general progress and welfare of the class. • Ensure that children behave according to the school's behaviour policy. • Manage other adults, such as Teaching Assistants, effectively.

	<p>Whole School responsibilities</p> <ul style="list-style-type: none"> • Understand and support the School's policy for learning and teaching. • Engage fully with the School Self-evaluation and Improvement Plan, responding to whole School developments promoting the quality of teaching and learning. • Share in the corporate responsibility for the well-being, safety and good behaviour of all children; carry out an appropriate share of their active supervision. • Communicate, consult and co-operate with parents, governors and outside agencies as required by the headteacher and in accordance with school and Local Authority policies and schemes. • Contribute to and participate in any in-service training that may be reasonably required by the head teacher or the Local Authority. • Participate in and contribute to staff meetings, parent consultation meetings and open evenings. • Provide annual written reports for each pupil in the class, in accordance with the School's agreed format and within agreed timescales specified by the head teacher. • Treat as a professional confidence any information concerning any individual gained in the course of working in the school. • Co-operate with, support and encourage colleagues in all aspects of school life. • Actively promote a safe and healthy environment for children, taking their views and needs into account and acting swiftly and appropriately to resolve safeguarding issues, in accordance with the School's policy. • Carry out additional duties and responsibilities at the school as reasonably allocated by the head teacher as and when the need arises.
<p>Subject leader (Not expected for a NQT)</p>	<p>Subject development</p> <ul style="list-style-type: none"> • Review and develop policies and practices for the subject/s. • Keep up to date with knowledge and understanding of subject developments. • Analyse and interpret relevant national, local and school data, including inspection evidence, to inform policies, practices, expectations, targets and teaching methods. • Establish effective use of appropriate medium and long term planning. • Draw up a subject specific action plan when required. Monitor progress made in achieving identified targets, and evaluate effects on teaching and learning to inform further developments. • Audit and maintain existing resources and identify future needs, informing the head teacher of priorities for expenditure annually.

	<p>Teaching and learning</p> <ul style="list-style-type: none"> • Ensure curriculum coverage, continuity and progression in the subject for all pupils. • Provide support for colleagues in the planning process, ensuring clarity of the learning objectives and understanding of the sequence of teaching and learning in the subject. • Provide guidance on the choice of appropriate teaching and learning methods. • Promote effective development of pupils' literacy, numeracy and ICT skills through the subject. • Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement and using this information to set targets for further improvement. • Evaluate the teaching of the subject in the school, identifying effective practice and areas for improvement, and take action to develop further the quality of teaching. <p>Staff development</p> <ul style="list-style-type: none"> • Audit training needs of staff in the subject and enable teachers to further their expertise in their teaching of the subject. • Lead professional development of staff through example and support, as well as by drawing on other sources such as teacher advisers, inspectors, and 'cluster' expertise. • Work with the Inclusion lead and other colleagues to ensure that individual education plans set subject-specific targets and match work to pupils' needs where appropriate. • Ensure that the head teacher and governors are informed about subject policies, plans and priorities, as well as success in meeting agreed targets. <p>Every class teacher (unless newly qualified) will have responsibility for leading at least one area of the curriculum (to be agreed).</p>
<p>Upper Pay Scale 1 or 2</p>	<ul style="list-style-type: none"> ▪ As a teacher on Upper Pay Scale 1 or 2 you will make a substantial and sustained contribution to the school ▪ Contribute significantly to implementing policies and practice ▪ Lead by example and demonstrate exemplary practice in all aspects of school life ▪ Demonstrate an extensive knowledge and understanding of how to use a range of teaching, learning and behaviour management strategies ▪ Provide coaching and mentoring to colleagues, give advice and demonstrate effective teaching practice ▪ Demonstrate an extensive knowledge and understanding of assessment requirements ▪ Present to Governors, where appropriate, on subject and phase information
<p>Upper Pay Scale 3, 4 and 5</p>	<ul style="list-style-type: none"> ▪ In addition to the requirements of a Main Pay Scale teacher and an Upper Pay Scale teacher you are required to ensure that you play a critical role in the life of the school through;-

	<ul style="list-style-type: none">- Working parties- Governing Body- Leading whole school initiatives- Leading teams- Ensuring the high quality of the learning environment around the school- Leading or supporting opportunities to engage with parents and the wider community
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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

Signature of Post holder _____ **Date**

Signature of Headteacher _____ **Date**