

Class Teacher at Elvetham Heath Primary School

Post title	Class Teacher
Salary and grade:	Main pay scale range 1-6. Point X in line with the current <i>School Teachers' Pay and Conditions Document</i>
Line manager/s:	The Headteacher / DHT / Year Group Leader (as appropriate)
Supervisory responsibility:	The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

- To plan and teach pupils well-structured lessons and to carry out such other associated duties as are reasonably assigned by the Headteacher
 - Be responsible for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
 - Be responsible and accountable for achieving the highest possible standards in work and conduct
 - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
 - Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
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Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the performance management process as relevant to their role in the school.

Teaching

- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken and written English
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study

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- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Maintaining a stimulating classroom with attractive, informative child-centred displays and well-managed resources
- Promote and sustain a productive, calm classroom environment where positive behaviour is evident
- Use the language of virtues to help children to be successful learners and members of society, particularly focussing on the virtues of Respect, Responsibility, Perseverance, Honesty and Kindness
- Have regard for the specific needs of pupils with special educational needs and ensuring equality of access to the curriculum through Quality First Teaching.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, virtues and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self control and independence of all learners
- Carry out playground and other duties as directed Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
- Attend / complete regular safeguarding and safety training.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to pupils, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Assess, record and report on the development, progress and attainment of pupils both in oral and written form
- Communicate and co-operate with professionals outside of the school and participate in relevant meetings.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate and consult with parents with regard to academic progress and well-being of pupils, both informally and at parents' evenings
- Make a positive contribution to the wider life and ethos of the school
- All teachers lead (or share leadership) of a curriculum area. Subject leaders are responsible for the planning and monitoring of their curriculum area which has the progression of skills and knowledge at its core
- Take (or share) a weekly after-school club for a minimum of two terms per year.

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Administration

- Register the attendance of and supervise pupils, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

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.

Signature of Post holder: _____ **Date:** / /

Signature of Headteacher: _____ **Date:** / /