



RAF Benson Community Primary School



Job Description

Class Teacher

Post title:	Class Teacher
Salary and Grade:	Main Scale 1 - 6 and in accordance with the current <i>School Teachers' Pay and Conditions Document</i>
Responsible to:	Headteacher
Responsible for:	Directing Teaching Assistants to effectively support learning, where applicable.

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teacher may be required to do other duties in addition to those listed below appropriate to the level of the role, as directed by the headteacher.

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment in line with school policy
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils and use this information to inform planning
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests

Whole-school organisation, strategy and development and participating in the wider role of the school

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's ethos, values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Be willing to support for PTA activities by attending events
- Be willing to run an after school club or activity

Health, safety and discipline

- Promote the safety and wellbeing of all pupils
- Maintain good order and discipline among pupils, managing behaviour effectively in line with school policy to ensure a good and safe learning environment

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Seek opportunities to further own professional skills through research

Communication

- Communicate effectively with pupils, parents and carers
- Communicate with staff professionally and effectively and check work emails on a regular basis

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Meet deadlines requested by colleagues and other professionals in a timely manner

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of Subject Leader Role (Subject Leader role)

- Contribute to the professional development of other teachers and support staff in the subject area
- Update and issue to SLT subject policies as specified by the policy cycle and when national changes dictate
- Report to Governors on the developments made in the subject area and impact had
- Complete an annual action plan and request or deploy resources delegated

Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the OCC staff Code of Conduct for Employees, the OCC Dignity at Work Policy and the school's Code of Conduct as set out in the school Staff Handbook.

Class Teacher Signature:

Date:

Headteacher signature:

Date: