

St. John's C. of E. (V.A.) Primary School
Class Teacher Job Description

RESPONSIBILITIES

To take responsibility for the education and welfare of a designated class of children in accordance with the current School Teachers' Pay and Conditions document and Teachers' Standards, having due regard to the requirements of the National Curriculum and LA and school policies.

To make sure children are safe, secure, cared for, learning, and successful and parents are happy with the school.

DUTIES

Knowledge and understanding:

- Have a detailed knowledge of the relevant aspects of the Early Years Foundation Stage, National Curriculum and other statutory requirements.
- Understand progression in all subjects and how to enable pupil progress to happen.
- Cope securely with subject-related questions that pupils raise and know about pupils' common misconceptions and mistakes in their subjects.
- Know the local and national arrangements concerning the safeguarding of children and young people and ensure that the Child Protection Policy is known, understood and adhered to in full.
- Foster the ethos of the school, attending and participating in Collective Worship and other celebrations.

Planning and setting expectations:

- Ensure short, medium and long term planning (for indoors and if appropriate outdoor) is inline with agreed school practices so that lessons are differentiated and matched to pupils needs.
- Identify clear teaching objectives, success criteria, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught, within the framework of policies relevant to the school.
- Set varied, engaging, 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 provide positive and targeted support (with support from the Inclusion Manager if required). Implement and keep records on Provision Maps.
- Ensure the working practices and procedures are followed in accordance with the policy for Learning and Teaching and that they promote equal opportunities for all.
- Participate in the development of the whole school curriculum planning.

Teaching and managing pupil learning:

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods that keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.

- Set high expectations for pupils' behaviour, establishing and maintaining a high standard of discipline through well-focused teaching and positive and productive relationships.
- Ensure the organisation of the classroom (and outside area if appropriate) provides a stimulus for learning.

Assessment and evaluation:

- Ensure continuous teacher assessment and moderation, which is used to inform planning.
- Regularly mark and monitor pupils' class and homework, providing constructive oral and written feedback, setting targets for pupils' progress.
- Aim for continuity and progression for all pupils using a wide range of available data and assessments, including assessment for learning, so that progress is inline with school expectations.

Pupil Achievement:

- Use data effectively to identify pupils who are underachieving or making less than good progress and create and implement effective plans of action to support those pupils.
- Follow school's arrangements for SEN Code of Practice, to ensure progress and achievement for all.

Involvement in the wider school

- Ensure effective liaison takes place within the school community and with other professionals.
- Contribute to whole school activities and management, including the School Development Plan and School Self Evaluation.
- Consistently implement procedures as stated in the Staff Handbook including behaviour and safeguarding children, both in the classroom and throughout the school.
- Oversee an area of the curriculum and/or responsibility and lead this throughout the school (not for NQTs).

Relations with parents and wider community:

- Be in 'loco parentis', taking overall responsibility for the education, welfare, health and safety of the children in our care. This is to include carrying out risk assessments as appropriate e.g. for visits.
- Welcome and promote parental interest and understanding through regular formal and informal meetings.
- Know how to prepare and present accurate, informative reports to parents.
- Recognise that learning takes place outside the school context and provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with agencies responsible for pupils' welfare.
- Lead collective worship and assemblies occasionally.

Managing own performance and development:

- Understand the need to take responsibility for their own professional development and to keep up to date with research and developments in the subjects they teach or coordinate.
- Participate in and make best use of Appraisal or NQT induction and the schools CPD programme.
- Understand professional responsibilities in relation to school policies and practices.
- Set a good example to pupils through the modelling of high standards, presentation and conduct.
- Evaluate own teaching critically and use this to improve their effectiveness.
- Demonstrate confidentiality.

Managing and developing staff and other adults:

- Establish and maintain effective working relationships with professional colleagues, including support staff.

Managing resources:

- Ensure the organization of the classroom (and OLE if appropriate) provides a stimulus for learning
- Select and make good use of books, ICT and other learning resources that enable learning and teaching objectives to be met.
- Ensure all resources are fully utilised, shared appropriately, used prudently, kept in good condition and returned after use.

A class teacher will also be required to undertake any other reasonable duties assigned by the Headteacher, as the need arises.