



JOB DESCRIPTION

Post title: Class Teacher

Pay range: Main Pay Scale

Line manager: Headteacher, delegated to the Senior Leadership Team

MAIN PURPOSE

- To teach a class; to work as a member of a year group team of teachers and support staff and to work constructively within the whole school team.
- To plan, teach, monitor, assess and evaluate the educational programme for the children taught.

POLICY & LEGAL FRAMEWORK

The teacher will work with the framework of:

- The latest national legislation.
- School policies and guidelines on the curriculum and school organisation.
- Borough and school policies, in particular those relating to curricular intentions and implementation and to the equality of opportunity.
- Due regard for safeguarding.

CORE TEACHING SKILLS

1. Classroom Organisation:

- (a) To have concern for the children throughout the school day and to safeguard their health and safety at all times.
- (b) To provide a stimulating, happy, well-controlled environment within the classroom which promotes our values, encourages positive attitudes, enthusiastic involvement in learning and self-discipline in the children.
- (c) To provide praise as appropriate to encourage learning and to use agreed school sanctions.

2. Planning and Record Keeping:

- (a) To plan, as part of a team, a programme of study which meets the needs of the year group.
- (b) Annotate and alter year group planning to meet the specific needs of your class on a weekly basis.
- (c) To teach, monitor, assess and evaluate the educational programme, keeping in mind the needs of individual children and the requirements of the National Curriculum.
- (d) To complete forecasts and records, as well as reports to parents agreed as per school policies.

3. Delivering the Curriculum:

- (a) To convey and explain knowledge, skills, tasks, and all aspects of the taught programme in a manner that is appropriate to the age and/or stage of the children being taught.
- (b) To elicit respect from all pupils.
- (c) To place and time lessons appropriately.
- (d) To use whole class teaching, group teaching and individual teaching as most appropriate and efficient for the programme of study being taught.

4. Assessment:

- (a) To monitor children's learning, progress and formally assess them in line with the requirements of the National Curriculum.
- (b) To monitor children's behaviour and social development. To use school-based systems for behavioural management.
- (c) To identify children with special educational needs; to inform the member of staff responsible for Special Needs and seek their advice when designing and implementing an individual programme of work.
- (d) To monitor and take account of the individual children's language needs, especially those with English as a second language.

MANAGEMENT SKILLS

1. Managing People:

- (a) To co-operate with all members of staff, parents/carers and outside agencies in addressing the needs of children.
- (b) To communicate with parents/carers of children in the class in order to discuss the children's work or any other matters that arise. To document such information for the school official records where appropriate.
- (c) To work with all members of staff, parents/carers and children to ensure that the school's behaviour and discipline guidelines are implemented and to work at all times towards the happy, self-disciplined child.
- (d) To attend and take a constructive part in staff meetings, Inset Days and any other school Inset sessions.
- (e) To take and lead class and school assemblies.
- (f) To organise and/or co-ordinate educational visits, local trips, workshops and other such events.

2. Managing Information:

- (a) Note all messages left on Scholar Pack bulletin board and the School shared Calendar.
- (b) Note and respond to all communications sent via email.
- (c) Ensure that any accidents and behavioural incidents are properly reported and recorded.
- (d) Demonstrate an awareness of the schools' policies.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

All teachers (other than ECT's) are required to co-ordinate / lead on an area of the curriculum or school improvement as part of their professional development. These areas can be negotiated with the Headteacher, or you may be requested to lead on a specific area of school improvement.

GENERAL

1. Personal Effectiveness:

- (a) To evaluate and review your own teaching methods, having regard for current educational practice and a whole school approach which supports the children's learning at all times.
- (b) To set high standards of punctuality. To be on time for teaching sessions and to be in class to greet the children at the start of teaching sessions.
- (c) To keep abreast of latest developments regarding general teaching techniques and within a specified responsibility.
- (d) To be able to communicate effectively both verbally and in written form on a specified area of responsibility and in regards to the individuals in your class.

2. Whole School Commitment:

- (a) To demonstrate a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in the school year.
- (b) To support and assist in the development of the school and LA policies having regard to the National Curriculum.
- (c) To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school.

The Postholder shall:

- carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. In addition, certain particular duties are reasonably required to be exercised, and completed. It is a contractual duty of the Postholder to ensure that his/her professional duties are discharged effectively and that the Teacher's Standards are met.
- ensure that the duties of the post are undertaken with due regard of the schools' Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- carry out these duties with due regard to the Schools' vision, policies, procedures and priorities.