



Headteacher: Mr P Newbold

## JOB DESCRIPTION

### Post: KS2 Class Teacher

### Responsible to: Headteacher

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### Job Purpose

- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher.
- To contribute to the wider school, including leading and managing a subject or area throughout the school

### Areas of Responsibility and Key Tasks

#### a) Planning, Teaching and Class Management

Be responsible for all aspects of the academic and personal development of children in your class, including planning, assessment and record keeping in line with school policy, and promoting and safeguarding the welfare of children.

This includes:

- Identifying clear learning objectives and content based on the National Curriculum when planning and teaching lessons;
- Planning activities which meet the learning objectives and effectively challenge, interest and engage all pupils, effecting good learning and progress;
- Providing structured learning activities, maintaining pace, motivation and challenge in order to improve children's skills, knowledge and understanding;
- Using a variety of teaching and learning styles to ensure and maintain high standards of learning, behaviour and progress in the class;
- Setting clear targets, shared with pupils, building on prior attainment;
- Ensuring the curriculum is broad, rich and creative;
- Ensuring the environment in the classroom and shared areas is of a high standard, tidy, stimulating and cared for, in line with school guidelines;
- Evaluating own teaching critically to improve effectiveness;
- Ensuring the effective and efficient deployment of classroom support;
- Enabling children to acquire effective learning behaviour and skills, including leading their learning, independence, perseverance, concentration and self-control;
- Liaising, as necessary, with support teachers and other staff, both internal and external, to achieve the best educational provision for the pupils within the class;

#### b) Monitoring, Assessment, Recording, Reporting

- Undertake assessment of pupils (including APP) as required in line with school policy and procedures;
- Mark and monitor pupils' work, ensuring pupils receive regular feedback and set targets for progress, in accordance with school policy;

*I:\My Documents\Applicants packs\AAA September 2015\Class Teacher\Documents for Advert Class Teacher - Temporary\Job Description Sept 15.doc Learning and achieving together*



Assess and record pupils' progress systematically and keep records to check

- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
- Involve pupils in self and peer assessment;
- Prepare and present informative reports to parents.

### **c) Curriculum Leadership**

Have lead responsibility for subject/s and/or an aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance. This includes:

- Ensuring curriculum coverage, continuity and progression in the subject/area
- Being responsible for the budget allocated to that subject/area
- Organising resources for the subject/area so that they are accessible, orderly, well labelled and appropriate, reflecting school priorities and policies
- Auditing staff training needs in the subject /area and plan CPD accordingly with the Headteacher
- Evaluating the teaching and learning of the subject/area across the school, including appropriate use of ICT
- Ensuring own subject knowledge is high, in order to be an 'expert' in the subject/area, providing guidance to other staff
- Identifying realistic and challenging targets for improvement in the subject/area
- Contributing to the school's development and improvement plan (SDIP)

### **d) Other Professional Requirements**

- To maintain teachers' professional standards at all times;
- To co-operate with the other members of staff in maintaining the school philosophy, policies and ethos, working as part of the school team;
- Take responsibility for own professional development and keep up-to-date with research of all kinds, relating to school and own professional development;
- Have a good understanding of, and commitment to, child protection, safeguarding, health and safety and promoting the welfare of pupils in your care;
- Operate at all times within the stated policies and practices of the school;
- Set a good example through own presentation, personal and professional conduct;
- Act as line manager when required and in conjunction with the SENCo for teaching assistant/s;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Work with colleagues, parents, other schools and the community for the benefit of the school and to attend major school functions;
- Make a contribution to the full life of the school.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document 2013, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the paper 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment, you will be expected to comply with any request from a manager to undertake other tasks as may reasonably be required.

The school reserves the right to update or amend your job description, in consultation with you, to reflect changes in, or to, your job.