

# Job Description CLASS TEACHER



## Areas of Responsibility:

### GENERAL RESPONSIBILITIES

The education and welfare of a designated class having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the governing body. To share in the corporate responsibility for the well-being and behaviour of pupils.

### TEACHING AND LEARNING

You are required to:

- Teach all areas of the curriculum to pupils in the age range of four to eleven, being responsible for their progress, general welfare and behaviour.
- Establish a happy, safe, organised, caring and stimulating environment with displays that foster curiosity and celebrate pupils' achievements and trust flourishes..
- Plan engaging and motivating lessons, achieve progression in pupils' learning through identifying clear objectives and content which is differentiated to meet the needs of all pupils and which engenders a love of learning.
- Co-operate with colleagues and plan collaboratively, on a half termly and weekly basis, as activities which ensure that the same attitudes, concepts, skills and knowledge are acquired by parallel classes.
- Promote equality and inclusion in teaching by making effective personalised provision for all; including those for whom English is an additional language, or who have special educational needs or a disability.
- Plan, set and assess home learning in line with the school Home Learning Policy.
- Organise and liaise with designated classroom assistants in setting work for specific children.
- Work positively with others to co-ordinate planning and activities to ensure transition between year groups is smooth and receiving staff are given all necessary information.
- Use the local environment, when possible, to motivate pupils to be creative and develop academic accuracy of observation
- Work for the highest social and educational progress for all pupils
- Lead assemblies periodically, by the agreed rota, either individually or by organising the children to participate.
- Supervise playtimes as required by the agreed school rota.

### RECORDING AND ASSESSMENT

You are required to:

- Take responsibility for the progress of a class of pupils or group assigned to you.

- Make effective use of formative, diagnostic and summative assessments and use these as a tool for raising pupil performance and overcoming barriers to learning.
- Set clear targets for pupils' learning, building on prior attainment, and ensuring pupils are aware of the substance and purpose of what they are asked to do.
- Support and guide learners so they can reflect on their learning, identify the progress they have made, and become successful independent learners; to mark work in accordance with the school's Marking and Feedback policy to facilitate pupil improvement.
- Record, assess and evaluate work and attainment with copies to the MMT as required
- Maintain pupil records including Special Needs records and IEPs
- Make referrals to other staff as appropriate.
- Communicate effectively with parents, stakeholders and outside agencies when required.

## **STANDARDS AND QUALITY ASSURANCE**

You are required to:

- Support the aims, ethos, philosophy and policies of the school.
- Work as part of a team to raise standards, ensuring that the education we provide is of the highest quality.
- Know the current legal requirements, national and school policies and guidance on the safeguarding and promotion of well-being of children.
- Maintain discipline in line with the school policy.
- Keep up to date with the philosophy, teaching methods, changes and developments in the structure of the curriculum and initiatives.
- Review own teaching and impact on learners progress, attainment and well-being, refining approaches where necessary and being open to coaching and mentoring.
- Participate in staff meetings and be a positive role model to others.
- Respect the confidentiality of records and information regarding pupils, parents and other stakeholders
- Attend relevant courses and actively seek ways of benefiting from collaboration.
- Be punctual.
- Be appropriately and professionally dressed.
- Run a club

## **OTHER ACTIVITIES**

- Participate in arrangements made in accordance with regulations made under the performance management policy for the appraisal of your performance
- Participate in arrangements for your further training and professional development as a teacher

- Maintain good order and discipline among the pupils and safeguard their health and safety when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Maintain a reasonable work/life balance
- Understand and apply school policies in relation to health, safety and welfare
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace