



## Job Description

**JOB TITLE:** Class Teacher

**RESPONSIBLE TO:** The Head of School/SLT

### MAIN PURPOSE:

#### Teacher

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 2002, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.

### Areas of responsibility and key tasks:

#### A) Planning, teaching and class management, to:

Be committed to a child centred approach to learning in which the child is encouraged to be autonomous and learns from first-hand experience.

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching intentions and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils;
- provide clear structures for lessons maintaining pace, motivation and challenge;
- make effective use of assessment and ensure coverage of programmes of study;
- ensure effective teaching and best use of available time;
- monitor and intervene to ensure sound learning and discipline
- use a variety of teaching methods to:

i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary

ii. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions

iii. Select appropriate learning resources and develop study skills through library, I.C.T. and other sources;

- ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;
- To ensure that the planning files are kept up to date and accurately reflects the planning, teaching, assessment and recording that is taking place.

#### B) Monitoring, assessment, recording, reporting - to:

- assess how well learning intentions have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work and set targets for progress;
- assess and record pupils' progress systematically and keep records/portfolios to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;

- prepare and present informative reports to parents.

**C) Other professional requirements - to:**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- create a stimulating, lively environment for our children within which they feel safe, happy and secure;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities which might from time to time be determined.

***In addition to the requirements of a class teacher, areas of responsibility and key tasks:***

**D) Coordination and development for the subject/area of..... - with the support of, and under the direction of, the Principal and leadership team to:**

- develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning;
- have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives;
- use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school improvement plan;
- monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

**E) Teaching and learning- to:**

- use your own class as an example of high quality teaching and learning in the subject;
- ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning intentions through an agreed scheme of work, developed in line with the school improvement plan;
- establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data
- evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching;
- develop effective links with the local community including parents, business and industry;
- ensure that teachers are aware of the implications of equality of opportunity which the subject raises;

**F) Coordinating the subject for staff - to:**

- enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities;

- ensure that the Principal, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school improvement plan.

**G) Effective deployment of resources - to:**

- support the Principal by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject;
- be aware of, and respond appropriately to, any health and safety issues raised by materials, practice or accommodation related to the subject;
- support the Principal by maintaining efficient and effective management of the expenditure for the subject;
- help colleagues to create a stimulating learning environment for the teaching and learning of the subject;
- Take on any additional responsibilities which might from time to time be determined.
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**H) General - to:**

- take on any additional responsibilities which might from time to time be determined.

**Prepared by:** Will Johnson/Jo Long

**Date:** April 2018