

### **Class Teacher Job Description**

**PAY RANGE:** Main Scale

**ACCOUNTABLE TO:** Headteacher

#### **PURPOSE OF THE JOB**

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.

#### **AREAS OF RESPONSIBILITY AND KEY TASKS**

##### **Planning, Teaching and Class Management**

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

- identifying clear learning objectives and specifying how they will be taught and assessed;
- setting tasks which challenge and engage pupils and ensure high levels of interest;
- having clear and high expectations of pupils;
- setting clear targets, building on prior attainment;
- identifying SEN or very able pupils and adapt teaching and learning to meet their needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work;
- using a variety of teaching methods to match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
- use effective questioning, listen carefully to pupils, rectify any errors and misconceptions;
- select appropriate learning resources and develop skills for learning through library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of learning support staff;
- providing opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and maths;
- encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

##### **Monitoring, Assessment, Recording, Reporting**

- have a clear understanding of levelling children's work;
- assess how well learning objectives 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 on school tracking document;
- undertake the ongoing assessment of children;
- prepare and present informative reports to parents.

#### **Curriculum Development**

- to have a responsibility for an aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- contribute to the whole school's planning activities.

#### **Supporting the School**

- to support the aims, values and policies of the school and participate in a team approach to all aspects of school life.
- to attend and contribute to regular staff meetings and in service training as required, and identify areas of personal practice and experience to develop.
- to take appropriate responsibility for safeguarding and children's welfare and to be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, 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 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within Parts XI and XII of the School Teachers' Pay & Conditions Document.

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