Hardwick Primary School

Caring Achieving Respectful Exciting

JOB DESCRIPTION: Class Teacher

POST: Classroom teacher

GRADE: Main Pay Scale

PURPOSE OF POST

To assist the Head teacher in all aspects of school life.

SUPERVISORY RESPONSIBILITIES

To whom: Head of School, Senior Leadership Team, Team Leaders

AREAS OF RESPONSIBILITY AND KEY TASKS

A PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

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

- identifying clear teaching objectives 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 children with special educational/additional needs 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, and 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;
- take account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
- encourage pupils to communicate about and record their learning, develop self-control and independence, concentrate, and persevere, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention and first-hand experience;
- manage parents and other adults as appropriate.

B MONITORING, ASSESSMENT, RECORDING, REPORTING - TO:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor pupils' work, give constructive feedback, and share targets as required;
- 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;
- prepare and present informative reports to parents.

C CURRICULUM RESPONSIBILITY AS PART OF A CURRICULUM TEAM - TO:

- liaise with the Head of school, staff, parents, and relevant outside agencies;
- efficiently manage a class/curriculum budget: - prioritise, order, and organise resources;
- keep curriculum policies and schemes up to date;
- monitor plans and practice and keep records to ensure the appropriate cover of policies with regard to progression, continuity, equality of opportunity and health and safety;
- develop and maintain a curriculum portfolio to demonstrate the effective implementation of policies and schemes (This should include end of year expectations, and examples of children's work and/or photos and models);
- as part of the School Development Plan complete a three-year Strategic Development Plan and an annual monitoring report in line with the School Development Planning Policy;
- support other staff with their curriculum knowledge, planning, teaching, learning and assessment;
- liaise with staff and the staff development co-ordinator to organise and identify staff development opportunities;
- develop the provision of extra-curricular activities for children.

D OTHER PROFESSIONAL REQUIREMENTS - TO:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies, practices and ethos of the school;
- follow and ensure others comply with school and local policies and procedures for safeguarding, child protection and health and safety;
- 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;
- 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;
- establish and maintain effective working relationships with colleagues and parents.

E GENERAL-TO:

- take on specific tasks related to the day-to-day administration and organisation of the school;
- take on any additional responsibilities which might from time to time be determined.

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

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

Signed Teacher: **Date:**

Signed Head of School **Date:**