Class Teacher

Grade: MPS/UPS

Hours/ Time Allocation: 1265 hours over 195 days

Qualification: Qualified Teacher Status or equivalent

TERMS AND CONDITIONS

- Comply with and carry out school policies and codes of practice and the professional duties detailed within the current School Teacher Pay and Conditions Document
- Be available for work for 195 days per school year of which 190 days shall be days on which a teacher may be required to teach pupils in addition to carrying out other duties; at such times and places as is directed by the Headteacher for 1265 hours in any school year
- PPA time shall amount to not less than 10% of timetabled teaching time
- Carry out only the administrative tasks permitted under the Workforce Agreement, such as supervising and registering pupils and attending assemblies
- Uphold the expectations set out in the Teachers Standards

THE JOB DESCRIPTION

Core Duties: Demonstrate and uphold the conditions set out in the Teachers' Standards

Specific Duties

Knowledge and understanding

- Demonstrate a thorough and current knowledge of the EYFS Curriculum, National Curriculum, school curriculum, teaching methods, strategies and learning styles
- Know the school's priorities, aims, targets, policies, codes of practice and relevant action plans
- Know and understand the characteristics of good teaching and the main strategies for improving and sustaining good standards of learning, teaching and achievement for the pupils in their class and/or sets and/or groups (hereafter referred to as "their pupils"), and in their area of subject leadership

Planning and setting expectations

- Plan and prepare effectively to ensure that their pupils are challenged and supported to enable them to realise their potential
- Work in collaboration with their pupils, parents, the SENCo and any relevant professional agencies; to generate, implement, monitor and evaluate EHCPs.
- Teach, set and mark work, in line with school policies, for their pupils

Teaching and managing pupil learning

- Communicate and display clear learning objectives and understand the sequence of learning and teaching
- Develop and extend cross-curricular literacy, numeracy and ICT knowledge, skills and understanding in their pupils
- Participate in arrangements for preparing their pupils for exams or tests; recording and reporting the outcomes of such assessments
- Ensure coverage, continuity and progression within and across curriculum for their pupils and, in their area of subject leadership, for all pupils
- Secure a good standard of pupil behaviour by demonstrating consistent, effective and appropriate strategies for teaching and classroom management in the context of the school behaviour policy

Monitoring, evaluation and assessment

- Assess, record and report on the development, attainment and progress of their pupils
- Report to parents the attainment and progress of their pupils
- Demonstrate consistent and effective monitoring of progress through marking and record keeping to give constructive feedback to their pupils
- Implement the school systems for using pupil achievement data from previous classes and ensure that it is being used effectively to secure good progress
- Take part in regular meetings to discuss the progress of their children
- Make effective use of a range of formative assessment activities to engage pupils in their own learning and enhance their rate of progress

Pupil achievement

- Implement whole-school systems for setting targets for pupil achievement and monitor and evaluate the attainment and achievement of their pupils
- Use data to identify children in their class who are under-achieving and, where necessary, create and implement effective plans of action, working in conjunction with the SENCo and SLT, to support those pupils
- Be accountable for the level of attainment and achievement that their pupils make through external and school-based assessments

Relations with pupils, parents and the wider community

- Promote the general progress and well-being of their pupils and build respectful relationships
- Make records of and reports on the personal and social needs of their pupils

- Safeguard the health and safety of pupils, with particular reference to child protection
- Liaise effectively with all stakeholders by providing or contributing to oral and written assessments and reports relating to the attainment and achievement of their pupils; discussing appropriate targets and encouraging them to support their child's or children's learning and/or behaviour and/or progress
- Participate in and contribute to parent/teacher consultation evenings and curriculum evenings, within directed hours
- Provide guidance and advice to pupils and parents on educational and social matters

Managing own performance development

- Prioritise and manage their own time effectively, particularly in terms of balancing the demands placed on them by planning, preparation, assessment and subject leadership
- Reflect on and evaluate their own effectiveness, teaching practices and methods and use the outcomes to identify targets for professional development
- Participate in professional development, which aims to meet the needs identified in appraisal objectives, in line with the School's Teacher Appraisal Policy
- Take a pro-active responsibility for their professional development and use the outcomes to improve pupil learning and their learning and teaching
- Participate in and, where relevant, contribute to Inset Training

Managing and developing staffs and other adults

- Communicate and co-operate with persons or bodies outside the school e.g. the education psychologist, which involves their pupils
- Co-ordinate, manage and deploy support staff and other adults effectively in the classroom; involving them, where relevant, in the planning and management of their pupils' learning
- Advise and support other members of staff in their area of subject leadership
- Lead through example and support and co-ordinate high-quality professional development for their area of subject leadership

Managing resources

- Establish resource needs for their area of subject leadership
- Allocate resources with maximum efficiency to meet the objectives of the school plan and related action plans and achieve value for money
- Ensure the effective and efficient management and organisation of learning resources, including ICT, in their classrooms and area of curriculum leadership

Strategic Leadership

- Advise and co-operate with colleagues, including the School Leadership Team, on the preparation and development of teaching programmes, methods of teaching, assessment and pastoral arrangements
- Develop and implement policies and practices for the subject which reflect the school's commitment to high achievement and effective learning and teaching
- Establish, with the involvement of relevant staff; short, medium and long-term plans for the development and resourcing of their subject

- Participate in meetings at the school which relate to their pupils, the curriculum for the school or the administration or organization of the school including pastoral arrangements; or any other professional duties identified within the School Teachers' Pay and Conditions Document
- Create a climate in their area of subject leadership that enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it
- Ensure that the Headteacher and, where relevant, governors are well informed about Subject policies, plans and priorities and the success in meeting objectives and targets within them

Other duties to be performed commensurate with the responsibility of the post by direction of the Headteacher and senior leadership team