

JOB DESCRIPTION

<i>Job title:</i>	Class Teacher	<i>Pay Scale: Teachers Main Scale within Teachers Pay & Conditions</i>
<i>Job purpose:</i>	<i>To teach primary age school pupils in accordance with the professional duties of a teacher.</i>	
<i>Post(s) Responsible to:</i>	<i>Foundation Stage Lead, Headteacher</i>	
<i>Date of issue:</i>	<i>1 March 2025</i>	

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

CORE REQUIREMENTS OF THE POST:

- As a teacher you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document. A summary of these is attached for your information as Annex A.
- Should circumstances arise which require this job description to be reviewed and amended, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your Headteacher who may involve officers of the Trust as appropriate. You may be accompanied at this meeting by a representative of your Trade Union if you so wish.
- In addition to the duties specified within the section "Particular Responsibilities", you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. This job description does not form part of the Contract of Employment.
- You are required to carry out your duties in line with the stated ethos and principles of the school and in line with your responsibility for promoting and safe guarding the welfare of children and young persons for whom you are responsible or come into contact with.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and

responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures

- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

For Teachers other than Deputy/Assistant Head, Advanced Skills Teachers only:-

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them. Your Headteacher is responsible for maintaining a time budget on which you have been/will be consulted. You will be granted access to this at any reasonable time by arrangement with your Headteacher.

PARTICULAR RESPONSIBILITIES:

i) The post requires you to:-

- teach pupils in accordance with the professional duties of a teacher.
- take an equitable share of whole school curriculum care and management responsibilities.
- carry out your duties in line with the key tasks and management procedures of the school.

Areas of responsibility and key tasks:

A. Planning, teaching and class management, to:

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

- 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 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;

Additional standards for nursery and early years:

- 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 think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- manage parents and other adults in the classroom.

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 and set targets for progress;
- 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. 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;
- contribute to the corporate life of the school through appropriate 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.

- to promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.
- to report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- to attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Issued by: Jon Crone

Received by:

Headteacher

Post Holder

Teaching

52.2. Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.

52.3. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

52.4. Participate in arrangements for preparing pupils for external examinations.

Whole school organisation, strategy and development

52.5. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

52.6. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

52.7. Subject to paragraph 54.7 supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

52.8. Promote the safety and well-being of pupils.

52.9. Maintain good order and discipline among pupils.

Management of staff and resources

52.10. Direct and supervise support staff assigned to them and, where appropriate, other teachers.

52.11. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

52.12. Deploy resources delegated to them.

Professional development

52.13. Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.

52.14. Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

52.15. Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

52.16. Collaborate and work with colleagues and other relevant professionals within and beyond the school.