

Job Description

Job title: Class teacher – Primary School

Salary: Main Pay Scale (M1 to M6)

Hours: Standard

Contract type: Maternity Cover

Reporting to: Head Teacher

Main purpose

The Class Teacher's job description is in line with the statutory requirement as laid out in the 'Pay and Conditions Document ' and is subject to annual review. The Class Teacher must carry out the professional duties of a teacher as set out in the School Teachers Pay & Conditions Document.

Duties and Responsibilities:

Planning, teaching and class management

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies, taking into account individual pupils' needs
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons
- To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work
- Set tasks which challenge pupils and are matched to their learning needs
- Plan lessons in a way that will interest and engage all learners
- Ensure effective teaching and best use of available time
- To foster each child's self-image and esteem and establish relationships which are based on mutual respect and co-operative learning
- Create a learning environment which develops high levels of resilience, confidence and independence in learners when they tackle challenging activities
- Have high expectations of achievement and behaviour
- Give every child the opportunity to achieve their full potential

Monitoring, assessment, recording, reporting

- To ensure that marking, planning and all other school procedures are carried out rigorously
- Assess how well learning objectives have been achieved through marking and monitoring of work, questioning and discussion with pupils, and use this assessment to plan next steps
- Set targets for progress and ensure learners understand what they are doing well and how to improve

- Assess and record pupils' progress systematically and keep records to check work is understood and completed; to monitor strengths and weaknesses; to inform planning and to recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents, senior staff, governors and other professionals as required
- Ensure parents are well informed about the curriculum, attainment and progress of their child and the contribution they can make to support their child's progress

Professional development

- Undertake the expectations of the school's appraisal procedures
- Take part in further training and development in order to improve own professional knowledge and understanding

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Be aware of relationships within and external to the School, recognising the importance of good relationships, as professionals, with everyone associated with the school - Children, Staff (teaching and non-teaching), Parents, Visitors and Governors

In addition, you have the responsibility to:

- Contribute to the overall development of the school and by playing a role in the development, implementation of and review of the School Improvement Plan
- To promote the general progress and well-being of individual pupils
- To provide guidance and advice to pupils on educational and social matters, making relevant records and reports
- To make records of and reports on the personal and social needs of pupils
- To communicate and co-operate with persons or bodies outside school
- To communicate and consult with the parents of pupils
- To participate in meetings arranged for any of the purposes described above
- To participate in meetings at school which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school
- To attend assemblies, register the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Brook Primary School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS Clearance, TRA Teacher Services, Qualification and ID Checks.

Print Name:	
Signature:	
Date:	