



Greenfield Primary School Class Teacher Job Description

The Class Teacher's job description is in line with the statutory requirements as laid out in the current 'School Teachers' 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 within the School Teachers' Pay and Conditions Document and as detailed within the Greenfield Primary School Class Teacher Job Description. A teacher employed in our school shall perform any particular duties or directions, which may reasonably be given to them by the Headteacher from time to time.

To whom the postholder reports

The postholder is responsible to the Headteacher and the Deputy Headteacher in all matters and to the relevant members of the school leadership team and subject coordinators in respect of curriculum, teaching and learning and pastoral matters.

Teaching

- To deliver the National Curriculum, using our curriculum maps and promoting the engagement and development of abilities and aptitudes of all pupils
- To plan and prepare lessons, schemes of work
- To teach the pupils according to their educational needs, including the setting and marking of work
- To use best Assessment for Learning practice in all subjects
- To assess, record and report on the development, progress and attainment of pupils

Other activities

- To be committed to safeguarding of all pupils
- To promote the general progress and well-being of individual pupils
- To follow our policies on learning and behaviour management
- To provide guidance, support 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 external professional agencies
- To communicate, consult and work closely with pupils' parents and carers
- To participate in meetings arranged for any of the purposes described above

Assessments and reports

- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Performance Management

- To participate in arrangements in accordance with the school Performance Management Policy

Review, induction, further training and development

- To review from time to time methods of teaching and programmes of work
- To participate in further training and professional development as a teacher, including undertaking training and professional development which aim to meet the needs identified in performance management objectives
- To participate in arrangements for supervision and training (in the case of a teacher serving an induction period pursuant to the Induction Regulations)

Educational Methods

- To advise and co-operate with the Headteacher and other teachers, on the preparation and development of courses of study, teaching materials and programmes, methods of teaching and assessment and pastoral arrangements

Discipline, Health & Safety

- To maintain good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere



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Staff Meetings

- To participate in meetings at school which relate to the curriculum, administration or organisation of the school, including pastoral arrangements

Cover

- To teach any pupils whose teacher is not available to them, up to a limit of 38 hours per year

National Tests

- To participate in arrangements for preparing pupils for national tests, in assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for, and conducting, such examinations
- Teachers are not routinely required to participate in any arrangements that do not call for the exercise of a teacher's professional skills and judgement

Management

- To contribute to the selection and appointment and professional development of other teachers and support staff, including the induction and assessment of NQTs, and new teachers
- To assist the Headteacher in carrying out threshold assessments of other teachers for whom you have management responsibilities
- To co-ordinate and manage the work of other staff, especially support staff in the classroom
- To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To take responsibility for and manage students, volunteers in the classroom

Administration

- 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 supervise pupils, whether these duties are to be performed before, during or after school sessions

Time

- You should be available to perform such duties at such times and in such places as may be specified by the Headteacher for 195 days in any school year
- You shall, in addition to the 1265 hours, work such reasonable additional hours as may be needed to enable you to discharge your duties
- 10% of the teaching time shall be used for PPA—planning, preparation and assessment

Additional Responsibilities

- To uphold the school mission statement and values at all times
- Contribute to the overall development of Greenfield Primary School by playing a role in the development, implementation of and review of the School Improvement Plan
- 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, governors and members of the wider school community

Subject Leadership and Curriculum Coordination

- Teachers other than Early Career Teacher (ECT) will have responsibility for a subject within the curriculum in the role of Subject Leader. ECTs will be encouraged to shadow a subject to gain experience in preparation for assuming subject leadership.

Subject Leadership Responsibilities

- To be aware of the standards of learning and teaching in your subject
- To provide leadership which will enable a shared commitment to excellence in learning and teaching in the subject
- Through sharing the vision, develop learning and raise standards through excellence and enjoyment



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Subject Management Responsibilities

- To be aware of the standards throughout the school – children's work, book trawls, portfolios, records of achievement
- To demonstrate progression in subject – displays, portfolios of work, analysis of data
- To keep up to date with initiatives and inform staff of developments in your curriculum area
- To raise staff awareness of the cross-curricular themes and their appropriateness to the delivery of this subject.
- To identify good use of ICT within the subject, and keep up to date with changes in ICT that will enhance learning
- To formulate a school policy statement which is subject to regular review, and provide guidance to staff and Governors on the implementation of the school policy
- To incorporate the school's aims and policies within the delivery of the subject e.g. Equal Opportunities / Multi-Cultural / Inclusion
- To report to the Governing Body by means of termly curriculum reports for the subject area
- To prepare short and medium term targets for the subject for inclusion in the School Improvement; these targets must have with specific, time related objectives and success criteria, which impact on raising standards of achievement

Monitoring

- To monitor and evaluate planning, ensuring coverage of the National Curriculum and the curriculum map
- To observe teaching and learning, working alongside colleagues in the classroom
- To monitor children's work, evaluating standards, progression and quality across the whole school
- To develop portfolios of work which represent the National Curriculum levels and sub-levels of attainment
- To report to the Headteacher on the levels and sub-levels of attainment in the subject area, with reference to national expectations

Resources

- To ensure the subject is adequately financed and appropriately resourced with materials, which are relevant to the needs of the National Curriculum and assist in providing individual entitlement
- To be aware of the range of resources available on the market (with particular reference to I.C.T.) and to provide regular input for staff in their use.
- To manage the audit of all resources, including suitability for age and ability
- To ensure resource lists are up to date and staff are aware of all resources available to them

Supporting Colleagues

- To organise and lead staff meetings to develop the subject and discuss subject needs, use of resources, teaching styles, courses attended, subject developments, etc.
- To organise staff training necessary to meet the needs of staff

Evaluation

- To reflect upon recent developments in the subject area and their contribution to the overall raising of standards across the school.
- To evaluate the short and medium term targets for the subject in the School Improvement Plan and report on their impact on raising standards
- To provide a termly report to the Headteacher and Governing Body on the developments within the subject area, its delivery, levels of attainment and future needs