# Job Description: Class Teacher

### Job Title: Class Teacher

### Scale: Main scale

### Job Purpose:

## To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of Belle Vue Primary & Nursery School.

**Duties:**

The Class Teacher will:

* Undertake your duties, as required by the Teachers’ Standards
* Be committed to the ethos and success of the school
* Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others to comply with the School’s Health and Safety policy
* Promote and play a proactive role in the welfare of children and support the school in safeguarding children through relevant policies and procedure
* Keep up-to-date with, and remain knowledgeable of, the requirements of the National Curriculum and undertake own professional reading as part of CPL
* Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning; contribute to the school’s provision mapping
* Be familiar with and implement the school’s systems, structures, policies and procedures
* Effectively plan a varied, balanced and appropriate curriculum which emphasises raising standards and achieving excellence
* Adapt teaching styles to suit all learners and provide a supportive learning environment
* Plan appropriately to meet the needs of all pupils, through scaffolding of learning, excellent questioning and purposeful feedback; maintaining high expectations of all pupils at all times
* Be familiar with the 0-25 Special Educational Needs (SEN) Code of Practice, and support and plan for pupils accordingly
* Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to all children’s learning
* Support and develop initiatives decided by the Headteacher and SLT
* Interact on a professional level with all colleagues and establish and maintain good working relationships which promote excellent teaching and learning
* Be an excellent role model to pupils at all times
* Ensure that all pupils receive their curriculum entitlement under the provisions of the Education Act 2002
* Ensure, through your own high expectations, pupils take a pride in their work, their appearance and their school
* Be able to set clear targets, based on prior attainment, for pupils’ learning and to contribute to pupil progress meetings
* Use school assessment tools to collate and analyse data related to pupil progress and use this data to plan and deliver an effective curriculum
* Work with school leaders to track the progress of individual pupils and intervene where pupils are not making progress; meet with the relevant colleagues to discuss pupil progress
* Coordinate subject areas (subjects to be determined by Headteacher)

**Expectations of Subject Coordination:**

* To monitor the implementation of the National Curriculum Geography requirements and promote Geography as a teaching and learning tool in the primary curriculum
* To have an overview of the academic standards in Geography, ensuring that there is a clear progression of skills, knowledge and understanding across the school
* To have an overview of the standard of teaching of Geography
* To have a clear subject development plan, which is evaluated and amended on a regular basis
* To provide support to colleagues in the teaching of Geography, co-ordinate, plan and lead in-service training relevant to this, and participate in meetings designed to integrate the work of the co-ordinator into the management of the school as a whole
* To co-ordinate the requisition, storage, maintenance and deployment of resources and equipment needed for the teaching of Geography in accordance with the school’s policy
* To contribute to reports for the school’s governing body (where appropriate presenting to relevant parties)
* To contribute examples of Geography work to displays

**Key Tasks:**

* Communicate and consult with parents about all aspects of their children’s education, including updating the relevant section of the school website and regularly updating parents on the curriculum diet of their children
* To meet with parents and appropriate agencies, to communicate positively to the education of the children concerned
* Maintain good order and discipline among pupils, safeguarding their health and safety
* Participate in staff-meetings and CPL sessions, leading as necessary
* Plan and lead collective worship on a weekly basis
* Make effective use of ICT to enhance learning and teaching
* Deploy additional staff effectively within the classroom
* Participate in the performance management system for the appraisal of their own performance
* Undertake duties of a similar nature as may be reasonably directed by the Headteacher

**To whom responsible:**

Headteacher and SLT

Teacher Standards 2019

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers__Standards.pdf>