



## **Class Teacher Main Scale Job Description**

<b>Post title:</b>	Class Teacher
<b>Salary and Grade:</b>	Main Scale in line with the current <i>School Teachers' Pay and Conditions Document</i>
<b>Responsible to:</b>	The Headteacher and the Governing Body
<b>Responsible for:</b>	The deployment and supervision of the Teaching Assistant(s) in class

This job description is to be performed in accordance with the School Teacher's Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

This job description may be amended at any time following the discussion between the Headteacher and member of staff, and will be reviewed annually in response to the changing needs of the school.

### **Core Aims**

- To be a leader of learning who has high expectations of every child.
- To ensure a caring and happy community which fully supports the school's Christian vision and values.
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world of work and life in the twenty first century.
- To encourage pupils to participate in an extensive range of sporting, cultural, artistic and enriching activities; to develop an understanding of our responsibilities and our responsibility to serve the local, national and world communities.

### **Responsibilities**

- The post holder is responsible to the Line Manager and Headteacher for his/her duties, responsibilities and teaching tasks.
- The post holder undertakes the teaching of the pupils in his/her class and associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring the children's safety, wellbeing and welfare are at the forefront of all they do.



## Specific Duties

### Plan teaching to achieve progression in pupils' learning through:

- Identifying clear teaching and learning objectives for the pupils, and deciding how they will be taught and assessed, including the teaching of phonics.
- Setting tasks which challenge the pupils and ensure a high level of interest, attention, participation and well-being.
- Setting appropriately high expectations.
- Setting clear targets building on prior attainment.
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and liaising with the SENCO as required.
- Making effective use of assessment data and information when planning lessons.
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.
- The effective use of Teaching Assistants time as appropriate.
- The effective use of resources promoting and driving the use of ICT resources.

### Teaching and Class Management:

- Liaise effectively with the Line Manager and Headteacher in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
- Provide clear structures for lessons maintaining pace, motivation and challenge.
- use a variety of teaching methods to:
  - structure information well, including outlining content and aims and summarising key points as the lesson progresses
  - instruct, model and give accurate, well-paced explanations using appropriate vocabulary
  - use effective questioning, listen carefully to pupils, give attention to errors and misconceptions.
  - select appropriate learning resources for pupils and develop study skills through the use of the library and technology.
  - Drive the use of ICT including iPads in the learning environment and other sources
  - Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age.
  - Critically evaluate own teaching to improve effectiveness.



**Monitor, assess, record, report:**

- Assess how well learning objectives have been achieved and use pupil level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences.
- Monitor and assess pupils' work and set targets for progress.
- Keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to SLT, governors and parents / carers as required.
- Contribute to the school self-evaluation and improvement.

**Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Effectively carry out the subject leader role in line with school expectations
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach

**Personal Qualities**

- A commitment to bringing the best outcomes for all pupils and promoting the Christian vision, values and ethos of the school in every aspect of school life
- High expectations for children's attainment and progress
- Ability to work as a team player, to work under pressure and to prioritise effectively
- Commitment to maintaining confidentiality as appropriate
- Commitment to safeguarding and equality

**Other professional requirements:**

- 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, following the school's Staff Code of Conduct policy.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant computing skills.
- Liaise effectively with parents and governors as necessary.
- Liaise with school to ensure there is a smooth transition for the pupils across phases and year groups.
- Carry out supervision duties as appropriate.
- Support the school extra-curricular activities and contribute to the wider life of the school
- In addition, to carry out other duties as reasonably required by the Headteacher.

**Code of Conduct**

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the school's Code of Conduct for Employees.

**St Mark's C of E Junior School**  
*Growing together, becoming all we are created to be*



*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.*

<b>Job Description agreed by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Post Holder:			
Headteacher:			