

Heron Primary School

**Class Teacher Job Description
(Full and Part-time Teachers)**

Line management:

Your day-to-day line manager will be the Assistant Headteacher responsible for your Keystage area.

Members of the Senior Leadership Team (SLT) and the Governing Body

Supervisory responsibility:

The postholder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities. The class teacher may also be required to lead an area of the curriculum.

Duties and responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should have due regard to the Teacher Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Main purpose of the role:

- Be responsible for the learning and achievements of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Build relationships with pupils based on mutual respect and at all times observe the boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, Governors, other staff and external agencies in the best interests of pupils
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Teaching

- Deliver the curriculum as relevant to the age and ability group / subject(s) that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with additional needs e.g. EAL pupils, disadvantaged pupils, and be able to use and evaluate specific teaching approaches to engage and support them

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
- Demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
- Demonstrate range of assessment approaches to ensure clear next steps in learning for all pupils
- Ensure regular and timely feedback is provided and that pupils are encouraged to respond effectively.
- Set homework as appropriate and plan other activities to consolidate and extend the knowledge and understanding of all pupils
- Use relevant data to monitor progress, set targets and plan subsequent lessons
- Participate in arrangements for national tests and assessments within the remit of the School Teachers' Pay and Conditions Document e.g. EYFS Baseline, Y1 Phonics Screening, KS 1 SATs, Y4 Multiplication Check and KS 2 SATs etc.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, based on mutual respect and establish a framework for discipline with a range of strategies as outlined in the schools Behaviour Policy
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain positive relationships with pupils, exercise appropriate authority and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour expected of pupils in line with the schools ethos
- Have high expectations of behaviour, promoting self-regulation and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current *School Teachers' Pay and conditions Document*
- Be responsible for promoting and safeguarding the welfare of the pupils within the school, raising any concerns following school and Gloucestershire Safeguarding Children's Board protocols and procedures.

Team working and collaboration

- Participate in any relevant meetings / professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school, including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of good practice with them
- Contribute to the professional development of other teachers and support staff, including the induction and assessment of ECT's
- Take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school including contributing to the School Development Plan (SDP) and School Self-Evaluation Form (SEF)
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions Document*

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively and appropriately
- Liaise and communicate with external agencies
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems and procedures
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions following school policy and procedures
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and the impact on pupils' progress, attainment and well being, refining approaches where necessary, responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of appraisal
- Proactively participate with arrangements made in accordance with the most recent Appraisal Regulations

Other

- To have professional regard for the ethos, policies and practices of the school and to maintain high standards of your own attendance and punctuality
- To perform any reasonable duties as requested by the Headteacher
- To adhere to the schools' Code of Conduct and Safeguarding requirements.

Note

This job description is not a contract of employment. It has been written for the purpose of school organisation and may change either as your contract changes or as the organisation and requirement of the school change. The job description, however, will not be changed without consultation.

Signed by: Class Teacher:

Signed by: Headteacher: