

Everyone Smiles Here.

Esh Church of England Primary School.

Front Street,

Esh Village

Durham

DH 7 9QR

Head Teacher :- Mr.R Ward

Tel. & Fax. 0191 3731324

E.Mail eshce@durhamlearning.net

Class Teacher - Job Description

**Title of Post:** Class Teacher

**Salary Scale:** Mainscale

**Responsible to:** Headteacher and Governing Body

**Purpose of Job:**

* To take responsibility for teaching a class of mixed ability children, recognising children as individuals
* To carry out responsibilities to promote and safeguard the welfare of all children according to the school’s policy and procedures.
* To support the Christian ethos of the school
* To take the role of subject leader in a specific curriculum area (if not an NQT) as directed by the headteacher

**Job Context:**

This job description recognises the requirements of the current School Teachers’ Pay and Conditions Document (2013) and DfE conditions of employment. It reflects the vision, strategic plan and policies of this school. It requires each teacher to be meeting the Teachers’ Standards to a good level as appropriate to their career stage. The teacher should demonstrate good quality teaching so that each child can achieve and make progress. In addition, the teacher must always ensure the well-being and safeguarding of each child.

**Responsible for:**

Teaching and Learning:

* Plan and teach lessons and sequences of lessons within the context of the school’s plans, curriculum and schemes of work
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned children
* Be accountable for the progress of each learner in the class, using data analysis to support this
* Identify and meet the needs of ‘vulnerable’ learners including those with SEN and more able children
* Participate in arrangements for preparing children for external assessments
* Ensure behaviour for learning
* Maintain a learning environment which promotes quality learning and well-being
* Evaluate and improve own teaching from reflection and research with colleagues
* Produce effective long, medium and short term curriculum plans to carry out classroom teaching
* Set appropriate and demanding expectations for pupils` learning, motivation and presentation of work making effective provision for those children with Special Needs i.e. the More Able and those with learning difficulties
* Create opportunities to contribute to pupils` personal, spiritual, moral and cultural development
* Use teaching methods to stimulate intellectual curiosity and enthusiasm
* Select and make good use of ICT and other learning resources to achieve teaching objectives
* Use evaluation of own teaching to improve effectiveness
* Keep the classroom and associated areas tidy
* Expect very high standards of work and behaviour at all times throughout the school

Monitoring and Reporting:

* Assess how well learning objectives have been achieved and use this to improve specific aspects of teaching
* Engage in moderation activities with colleagues / Senior Leadership Team to ensure parity of standards
* Mark and monitor pupils` assigned class work and homework, providing constructive oral and written feedback, and setting targets for pupils` progress in-line with school marking policy
* Show familiarity with the statutory assessment and recording requirements and know how to prepare informative reports to parents
* Set clear targets for pupil achievement
* Prepare and deliver Parental Consultation Evenings as well as a detailed Annual Report for every pupil

Whole school organisation, strategy and development:

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision
* Contribute to the development, implementation and evaluation of the School’s policies, practices and procedures in such a way as to support the values and vision
* Work with others on curriculum and/or pupil development to secure coordinated outcomes

Health, safety and discipline:

* Follow school’s safeguarding policies and procedures
* Promote the safety and well-being of children
* Maintain good order and discipline among children
* Promote e-safety

Management of staff and resources:

* Direct and supervise support staff assigned to them and where appropriate, other teachers
* Deploy resources delegated to them

Professional development:

* Participate in arrangements for the appraisal and review of own performance, and, where appropriate, that of other teachers and support staff
* Participate in arrangements for own further training and professional development, and, where appropriate, that of other teachers and support staff including induction

Communication:

* Communicate and consult with children, parents and carers as and when needed

Working with colleagues and other relevant professionals:

* Collaborate and work with colleagues and other professionals within and beyond the school

Subject / Aspect Leadership (where appropriate):

* Review and develop curriculum policy in the subject
* Monitor and evaluate achievement in the subject
* Where required, observe teaching in the subject/s in order to evaluate strengths and areas for further development, or the impact of school improvement work
* Support the development of teachers and support staff in the subject / aspect
* Evaluate relevant assessment information for individuals, groups or cohorts
* Review and coordinate the use of resources in the subject
* Report on progress, achievement and standards in the subject/s to staff, governors or parents/carers as and when required
* Plan and promote relevant subject activities to promote children’s’ enthusiasm and interest

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