WESTLEA PRIMARY JOB DESCRIPTION

CLASS TEACHER

**General duties**-

To carry out the professional duties of a teacher (in line with the Teachers’ standards) as circumstances may require and in accordance with the school’s policies under the direction of the Head teacher.

**Professional duties-**

**Planning, Teaching and Class Management**

* Identify teaching objectives and plan how these will be taught and assessed
* Have a working knowledge of the curriculum and ensure curriculum coverage (and have a curriculum responsibility- permanent staff only)
* Identify pupils with additional needs- SEND/More able- and ensure all of the different abilities are catered for so all learning gaps are narrowed
* Have appropriate and challenging expectations
* Set clear consistent targets building on prior attainment and ensuring planning is progressive
* Provide clear structures for lessons maintaining pace, motivation and challenge
* Ensure effective teaching and learning in all lessons through the use of a variety of teaching and learning styles
* Create an organised, safe and stimulating learning environment
* Have clear structures for behaviour management in place in accordance with the school’s policies and safeguarding procedures
* Effective and efficient deployment of classroom support/volunteers
* Evaluate own teaching to continually improve the standard and impact on all pupils
* Participate in Performance Management, including CPD
* Attend all relevant meetings

**Monitoring, Assessment, Recording and Reporting**

* Mark pupils’ work in order to take learning forward
* Assess how well learning objectives have been achieved and use this to improve specific areas of teaching
* Assess pupil academic progress systematically, inputting data and completing class teaching analysis which will inform future planning and target setting
* Assess pupil well- being and overall school, performance, including aspects like attendance/punctuality, homework, attitude through the Assertive Mentoring system
* Liaise with outside professionals and agencies in order to benefit pupil progress
* Share pupil progress and well- being with parents/cares through Open days
* Prepare and present informative reports to parents

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Senior Leader to undertake work of a similar level that is not specified in this job description.

Signed: -------------------------- (Class teacher)

Signed: --------------------------- (Head teacher)