

Benton Dene Primary School

Class Teacher (Main Scale) Job Description

Job title	Class Teacher
Salary and grade:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document
School:	Benton Dene Primary School
Line manager:	The headteacher, members of senior management (SMT) and senior leadership team (SLT) and the governing body of the school
Supervisory responsibility:	The postholder may be responsible for the supervision of the work of teaching assistants relevant to their responsibilities

Main purpose of the job:

- To offer all learners an effective education in a stimulating environment, which provides equality of opportunity for all
 - To deliver the Early Years Foundation Stage and National Curriculum as relevant to the age and ability group/subject, other relevant initiatives e.g. Phonics and the school's own schemes of work
 - To work in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school
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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, the Professional Teachers Standards and school policies. At this school the following areas have been highlighted as being of particular importance.

Teaching

- Be a positive role model in terms of behaviour, work and attitudes
- Set high standards of teaching and learning, behaviour, attendance and punctuality from pupils in accordance with agreed school policy and practice.
- Plan for progression across the age and ability range you teach, designing effective lessons/programmes of work in accordance with the needs of individual learners
- Teach challenging, well organised lessons, using an appropriate range of teaching strategies which meet individual learners' needs
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners' progress and levels of attainment
- Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development
- Deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own schemes of work
- Advise and work collaboratively with the headteacher and others on the preparation and development of teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate

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Other

- Carry out playground and other duties as directed and within the remit of the *School Teachers' Pay and Conditions* document
- Communicate and consult with the parents/carers of learners
- Communicate and co-operate with any relevant external bodies including SENDCo & LA
- Be fully conversant with the school's procedures and policies
- Support at least one evening event e.g. concert/curriculum evening and at least one school fundraising function each year.

Curriculum development (see subject Leader job description)

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance;
- contribute to the whole school's planning activities.
- NB NQTs will have a shadowing role in subject leadership

Performance management

- Participate fully with arrangements made in accordance with the revised Performance Management/Appraisal Regulations.

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well being, refining your approaches where necessary
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management.

Health and well-being

- Establish and maintain an attractive, creative, stimulating purposeful and safe learning environment for learners which encourages and facilitates children's development.
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy
- Use a range of behaviour management techniques and strategies adapting them as necessary to promote self control and independence of all learners
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any learner with the appropriately designated person
- Be responsible for promoting and safeguarding the welfare of children and young people within the school

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 effective practice with them

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- Cover for absent colleagues within the remit of the *School Teachers' Pay and Conditions* document

External examinations

- Participate in arrangements for external examinations and assessment within the remit of the *School Teachers' Pay and Conditions* document

Management

- Contribute to the selection and professional development of trainee teachers, serving teachers, parent helpers, students and support staff including the induction and assessment of new teachers/teaching assistants, teachers serving induction periods.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Administration

- Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers' Pay and Conditions* document
- Register the attendance of and supervise learners, before, during or after school sessions as appropriate

Exercise of particular duties

- Perform any reasonable duties as requested by the headteacher

Post-threshold expectations (see post threshold job description):

- provide a role-model for teaching and learning
- make a substantial and sustained contribution (specifically agreed through performance management system) to the raising of pupil standards and contribute effectively to the work of the wider school team (see detailed criteria)
- Teachers working at UPS 2 or UPS 3 will undertake a significant role within school in consultation with the Headteacher.

Note

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder:

Date: / /

Signature of headteacher:

Date: / /