Primary Classroom Teacher

JOB DESCRIPTION

Responsible to: Headteacher and assistant HT

 Responsible for: Class teaching throughout primary

Primary Reviewed by: Primary SLT

Salary: MPS/UPS

Job Purpose Ensuring that all primary pupils attain to their potential through the effective delivery of a high quality programme of teaching and learning from EYFS – Year 6

 **Key Tasks and Responsibilities 1. Teaching**

 • Plan work in accordance with EYFS/Primary National Curriculum schemes of work and programmes of study.

 • Identify clear learning objectives and specify how they will be taught and assessed.

 • Take account of students' prior levels of attainment and use them to set targets for future improvements.

• Provide clear structures for lessons maintaining pace, motivation and challenge.

• Ensure coverage of EYFS/Primary Curriculum

 • Set appropriate and demanding expectations for students' learning, behaviour and presentation of work.

• Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere.

 • Work in collaboration with Learning Support Assistants attached to any teaching group.

• Set work for students absent from school for health or disciplinary reasons.

• Evaluate own teaching to improve its effectiveness.

**2. Assessment, Recording and Reporting**

 • Assess how well learning objectives have been achieved and use outcomes to adapt teaching accordingly;

 • Provide Quality Marking feedback and identify clear targets for future learning as appropriate;

• Carry out assessment cycles (e.g. collection of effort and attainment assessments, reports) as agreed by the school

 • Attend the appropriate parents’ evenings to keep parents informed as to the progress of their child;

• Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

**3. Pastoral Work**

• Be the first point of contact for parents of students

• Attend assemblies and actively assist in the supervision of students;

• Monitor (and set targets for) the social and academic progress of individuals in the class;

 • Promote good attendance and monitor in accordance with the School’s attendance policy.

 **4. Professional Standards**

 • Support the aims of the school to promote a “learning community";

• Treat all members of the school community, colleagues and students, with respect and consideration;

 • Treat all students fairly, consistently and without prejudice;

• Set a good example to students and parents

• Promote the aims of the school by attendance at and participation in events such as open evenings (as appropriate to individual responsibilities);

• Support the ethos of the school by upholding the behaviour policy

• Take responsibility for own professional development and participate in staff training when provided;

 • Reflect on own practice as well as the practices of the school with aim of improving all that we do; • Participate in the management of the school by effective participation in various team and staff meetings;

 • Undertake duties as prescribed within school policies;

 • Ensure that all deadlines are met

• Undertake professional duties that may be reasonably assigned to by the HT;

• Be proactive and take responsibility for matters relating to health and safety.

All employees have a responsibility

• to undertake training and development as required and to assist, where appropriate and necessary, with the training and development of colleagues;

• for their own and others’ health and safety, and for adhering to guidelines for the safeguarding of children;

 • to be an ambassador for the School.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.