

JOB DESCRIPTION – CLASS TEACHER



POST TITLE: Classroom Teacher
SALARY: Mainscale
CONTRACT: Temporary until mid-July 2020 – maternity cover (the class teacher is set to return on Monday 13th July)
START DATE: Monday 11th November, or as close as possible to that date.

Overall Objectives of the Post:

- To carry out the duties of a classroom teacher as set out in the School Teacher's Pay and Conditions Document and in line with the expectations of the school.
- To take responsibility for the learning and progress of a class of children, ensuring that the children make the best possible progress.
- To plan, prepare and teach the curriculum
- To support the ethos, values and aims of the school
- To work effectively as part of a team and to contribute positively to working relationships within the school.
- To have high expectations of themselves and pupils and to act as a role model to pupils.

Summary of Key Duties and Responsibilities:

1. Teaching & Curriculum

- Planning and teaching engaging lessons which enable children to make good progress.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Planning an engaging & differentiated Curriculum, reflecting the school's policies.
- Provide a high-quality classroom learning environment.
- Promoting the well-being of pupils.
- To supervise the work of a Teaching Assistant, and to work effectively with all support staff
- Communicating & consulting with parents, and with outside agencies, in line with the usual policies and procedures of the school.
- Working with colleagues on the preparation and development of policies, plans and procedures related to teaching, learning, assessment etc.
- In collaboration with the SENDCO, ensure appropriate provision for children with specific needs.
- Depending upon experience – taking responsibility for the leadership of a curriculum area.

2. Assessment

- To assess pupils (formatively/summatively) in line with the school's usual procedures.
- To maintain records of pupil progress, including assessment data, in line with school procedures.
- Providing or contributing to oral and written assessments & reports relating to individual pupils and groups of pupils.

3. Performance Management (Appraisal) and Teacher Standards

- Participating in arrangements for the management & appraisal of your performance.

4. Professional Reflection and ongoing Professional Development

- Reviewing & professionally reflecting upon your teaching, including the impact of your teaching and of the curriculum upon pupil learning.
- Reflecting upon your own professional development, and keeping up to date with developments in pedagogy and curriculum.
- Participating in arrangements for your further training and professional development, linked to the priorities identified in the School Improvement Plan.
- In the case of NQTs, participating in a relevant and appropriate induction programme, and making effective use of the additional 10% non-contact time.

5. Relationships with Parents/Carers, Curriculum Enrichment, School Vision

- Liaise effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievements, discussing appropriate targets and encouraging them to support their children's learning, behaviour and progress.
- To play a full part in the life of the school, actively supporting the vision of the school.
- To actively support the extended provision of the school (clubs, enrichment)

6. Pupil Behaviour, Safeguarding, Health and Safety

- Establishing high standards of pupil behaviour and good relationships with & between pupils
- Maintaining all of the school's expectations and procedures with regard to Safeguarding
- Taking all appropriate steps to maintain a safe environment, including carrying out risk assessments where appropriate (e.g. for educational visits).

7. Staff Meetings

- Participating in meetings relating to teaching and learning and linked to various aspects of the organisation of the school, including whole staff, key stage and curriculum meetings.

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.

A teacher is employed full-time, and shall be available for work for 195 days in any school year, of which 190 days shall be days on which you may be required to teach pupils, in addition to carrying out other duties.

We are committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undergo an enhanced DBS check.

Note that the above Job Description is a somewhat 'generic' one, originally produced by the Local Authority and then edited & tailored for recruitment of teachers at GPS. Our Job Descriptions are reviewed annually, and tailored to the professional needs and responsibilities of our staff.

L McAnaney
September 2019