Broseley C of E Primary School
CLASS TEACHER JOB DESCRIPTION

Name of post holder: Applicant A

Title of post: Class Teacher (fixed term/two terms in the first instance)

Salary: MPS

Working hours: 195 days per year. Full time. (1265hrs)

Terms and conditions

a) The terms and conditions as set out in the current Teachers Pay and Standards Documents and any orders made under it.
b) The other terms and conditions set out in the various national collective agreements in force from time to time.
c) The Local Authority's Rules and Conditions including any local agreement entered into with recognised trade unions.
d) The school's Instrument and Articles of Government as appropriate.

Description of general teaching post

A teacher must:

1. **Set high expectations which inspire, motivate and challenge pupils**
   - establish a safe and stimulating environment for pupils, rooted in mutual respect
   - set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
   - demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

2. **Promote good progress and outcomes by pupils**
   - be accountable for pupils' attainment, progress and outcomes
   - be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
   - guide pupils to reflect on the progress they have made and their emerging needs
   - demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
   - encourage pupils to take a responsible and conscientious attitude to their own work.

3 **Demonstrate good subject and curriculum knowledge**
   - have a secure knowledge of the primary curriculum areas, foster and maintain pupils' interest in the curriculum areas, and address misunderstandings
   - demonstrate a critical understanding of developments in the curriculum and curriculum areas, and promote the value of hard work and determination to succeed
   - demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English
   - when teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
   - when teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 **Plan and teach well-structured lessons**
   - impart knowledge and develop understanding through effective use of lesson time
   - promote a love of learning and children's intellectual curiosity
   - set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired

- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum

5 Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; those who are vulnerable and be able to use and evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- know and understand how to assess subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
    - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position

- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Job Description: Class Teacher

Main Purpose
Under the direction of the Headteacher, the Class Teacher must play a major role in the school community and:
• Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document;
• Meet the expectations set out in the Teachers' Standards.

Teacher Duties & Responsibilities
- Plan and teach well-structured lessons to assigned classes, developing the school's plans, curriculum and schemes of work;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- Adapt teaching to respond to the strengths and needs of pupils;
- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils;
- Demonstrate good subject and curriculum knowledge;
- Participate in arrangements for preparing pupils for external tests;
- Create a stimulating and safe learning environment;
- Inform parents of children's progress through formal and informal parent consultations and an annual report;
- Take part in CPD as appropriate to the role;
- Undertake duties and tasks under the reasonable direction of the Headteacher;
- Lead a curriculum area.

Whole-school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;
- Make a positive contribution to the wider life and ethos of the school;
- Be willing to lead extra-curricular activity and attend some school events;
- Work with others on curriculum and pupil development to secure coordinated outcomes.

Health, safety and behaviour
- Promote the safety, safeguarding and wellbeing of pupils;
- Maintain good order and secure high expectations among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Professional development
- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching;
- Where appropriate, take part in the appraisal and professional development of others.

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Communication

- Communicate effectively with pupils, parents and carers;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Safeguarding

- Take responsibility for understanding and following school safeguarding policies and procedures.

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training and learning activities as required.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Reporting to (also responsible for Appraisal):

Headteacher

Review/Appraisal arrangements

This document will be reviewed at all stages of the appraisal process and in conjunction with the arrangements stated in the campus appraisal policy. However, either party may raise issues at any time that is appropriate.

Signed……( )

Signed……(Headteacher)

Date……..

An electronic copy of this document will be kept with your personnel records.