



<b>POSITION:</b>	Pre-Threshold Class teacher
<b>REPORTS TO:</b>	Senior Leadership Team
<b>RESPONSIBLE FOR:</b>	Year      Class
<b>GRADE:</b>	Teachers Pay & Conditions

### **JOB DESCRIPTION: (PRIMARY)**

This post is subject to the current conditions of employment for Class Teachers contained in the most recent School Teachers' Pay and Conditions Document, the most recent School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the paper 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

### **JOB PURPOSE**

- A) To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.
- B) To actively support the aims of Norwood Primary School and to promote our Mission Statement and School Values. To lead the pupils by example so that our school ethos permeates the whole of our school life.

### **AREAS OF RESPONSIBILITY AND KEY TASKS**

#### **a) Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEND or very able pupils and making appropriate educational provision for them;

- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to attendance, punctuality, behaviour, standards of work and homework;
- using a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
- using effective questioning, listen carefully to pupils, give attention to errors and misconceptions;
- selecting appropriate learning resources and develop study skills through the library, I.C.T. and other sources;
- ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and Mathematics;
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- creating a secure, happy and stimulating classroom environment and maintaining the highest standards of organisation and discipline;
- maintaining a high standard of display both in the classroom and in other areas of the school

#### **b) Monitoring, Assessment, Recording, Reporting**

- assessing how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- marking and monitoring pupils' work regularly and set targets for progress;
- assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, informing planning and recognising the level at which the pupil is achieving;
- undertaking assessment of pupils as expected by local and national government and in line with school procedures and policies;
- communicating and consulting with parents and carers and with outside agencies, as necessary, about children's progress and attainment;
- preparing and present informative reports to parents.

#### **c) Curriculum Development**

- contributing to the whole school's planning activities.
- contributing to the work one of the school's Curriculum teams

#### **d) Other Professional Requirements**

- having a working knowledge of teachers' professional duties and legal liabilities; operate at all times within the stated policies and practices of the school;
- knowing subject(s) or specialism(s) to enable effective teaching;
- establishing effective working relationships and setting a good example through their presentation and personal and professional conduct;
- endeavouring to give every child the opportunity to reach their potential and meeting high expectations;
- contributing positively and effectively to the ethos, values and mission statement of the school;
- co-operating with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- taking part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- contribute to the wider life of the school by fully participating in organising or supporting the running after school clubs;
- involving themselves in marketing and liaison activities such as Parents Evenings, Friends of Norwood Events and events with partner schools;
- contributing to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- taking responsibility for own continuous professional development and duties in relation to school policies and practices;
- liaising effectively with parents and governors.

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

All staff will be expected to undertake any reasonable and relevant duty in accordance with the changing needs of the school as directed by the Head Teacher.

Issue date: March 2022

Received by:.....(signed)

Print Name:.....Date:.....