

JOB DESCRIPTION

POST TITLE: Class Teacher

LOCATION: Summerhill Primary School

SALARY: MPS/UPS

RESPONSIBLE TO: Headteacher

The appointment is subject to the current conditions of service contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

Key Tasks:

- To work closely with other members of staff to establish the highest standards of achievement, within a learning environment which reflects current excellent practice.
- Managing the work of teaching assistants, parents and other adults in the classroom to enhance learning opportunities for pupils
- Identifying clear learning objectives and specifying how they will be taught and assessed
- Setting tasks which inspire and engage pupils
- Having appropriate and demanding expectations
- Setting clear targets which build on prior attainment
- Working within the school guidelines for the identification, reporting and provision of programmes of work for children with SEND or very able pupils
- Providing clear structures for lessons which maintain pace, motivation and challenge
- Being responsible for developing and maintaining appropriate resources and equipment.
- Maintain a high standard of display both in the classroom and other areas of the school
- Ensuring effective teaching and best use of available time
- Maintaining good order and discipline among the children and safeguarding their health and safety, while providing a happy secure environment
- Evaluating their own teaching critically to improve effectiveness
- Monitoring, assessment, recording and reporting
- Assessing how well learning objectives have been achieved and using this to improve specific aspects of teaching and inform future planning
- Marking and monitoring pupils' work and setting targets for progression
- Assessing and recording pupils' progress and attainment systematically and keeping records of this assessment
- Monitoring individual strengths and weaknesses and identifying the level at which the pupil is working

- Working closely with other staff to ensure assessments are moderated and agreed
- Preparing and presenting informative reports to parents, the head teacher and other agencies as required

Other professional requirements

- Supporting the aims and ethos of the school at all times, promoting these to parents and carers, and to colleagues, visitors and other professionals both in the school and in the wider community
- Liaising with parents in the welfare and development of their children and to build positive relationships between home and school
- Operating at all times within the stated policies and practices of the school
- Participating in arrangements for performance management within school, local and national guidelines
- Establishing effective working relationships and setting a good example through their personal and professional conduct in terms of punctuality, attendance, behaviour and dress
- Contributing to the life of the school through effective participation in meetings and management systems of the school
- Taking responsibility for their own professional development and duties in relation to school policies and practices Liaising with other agencies as appropriate to ensure pupils learning and pastoral needs are met
- Maintaining a register of pupils ensuring absences and lateness are accounted for, taking appropriate action where they are not
- Taking responsibility for an area of learning or organisation
- Assisting in the training of students and to contribute to their assessment
- Undertake safeguarding training and follow all school policies and procedures for child protection and safeguarding

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

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

Signed

Date