

Hemingbrough Community Primary School

Class Teacher – Main Scale

Job Description

Responsible to – Headteacher and Governing Body

OVERALL RESPONSIBILITY

- Comply with DfE Teachers' Standards
- To plan, develop and deliver high quality lessons and activities
- To monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with school policy, to enable all pupils to achieve their full potential.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people
- To use Planning, Preparation and Assessment (PPA) time effectively for these purposes.
- To follow school plans and policies as directed by Headteacher

SECTION 1 – GENERAL TEACHING DUTIES

Teaching and Learning:

1. Manage pupil learning through effective teaching
2. Teach a broad curriculum to the assigned class or classes to facilitate the acquisition of knowledge/skills and to promote learning.
3. Ensure continuity, progression and cohesiveness in all teaching.
4. Use a variety of methods and approaches to match curricular objectives and pupil needs, and ensure equal opportunity for all pupils.
5. Be responsible for a designated classroom/teaching area and supervise associated resources.
6. Direct the use of any support staff to maximise their effectiveness
7. Plan and provide structured learning opportunities, which engage pupils' interest and take account of their differing needs
8. Use allocated PPA time to plan effective lessons which have clear learning objectives and outcomes, lesson content and appropriately structured subject matter that matches the needs of the pupils. Lesson time and resources should be used effectively.
9. Have high expectations for pupils' behaviour, academic and social development, and set clear targets that are realistic, measurable and build upon prior knowledge or attainment.
10. Establish and maintain a high standard of discipline by the use of praise, rewards and sanctions, creating an environment in which pupils feel safe, secure and confident.
11. Set appropriate homework in accordance with the School Homework Policy to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
12. Provide a challenging, yet supportive learning environment which stimulates, maintains and develops lively enquiring minds.
13. Employ clear presentation and good use of resources.
14. Contribute to the identification of pupils with special educational needs, seeking the appropriate specialist support and advice, so as to give positive and targeted support.

15. Encourage pupils to be part of the school community which affords equal value to all its members, is seen to be just and encourages mutual respect, concern for others and truthfulness.
16. Encourage all pupils to reach their true potential and become independent learners with a positive attitude to life-long learning.
17. Develop in pupils a sense of moral values which can form a framework for a sense of own worth, and relationships with others, so pupils become responsible members of society.
18. Develop in pupils a positive attitude towards themselves and others with a strong sense of self-respect. Also, to develop a sense of respect for other people's property, ideas and beliefs irrespective of gender, race, disability or academic achievement
19. Develop in pupils, positive attitudes towards, and concern for, the environment.

Monitoring, Assessment, Recording, Reporting

1. Be responsible for the processes of assessment, recording and reporting for the pupils in their charge.
2. Be familiar with statutory assessment and reporting procedures, and to prepare and present informative and accurate reports to parents.
3. Make effective use of data to monitor and evaluate pupil progress across the curriculum and to inform future teaching and learning.
4. Write high quality and informative annual reports to parents/carers.
5. Discuss pupils' progress and welfare with parents/carers – both formally and informally
6. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development, giving pupils both oral and written feedback.
7. Prepare pupils for Statutory Assessments.
8. Carry out or support senior colleagues in the administering of Statutory Assessments.
9. Use school policy on Marking and Feedback

Curricular Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the programmes of study, level descriptors and specifications for all relevant areas of the Curriculum.
2. Have a good knowledge of any other statutory requirements related to the pupils' education or welfare
3. Keep up to date with research and developments in pedagogy and curriculum content.

Professional Standards and Development

1. Attend and participate in open evenings and pupils' performances.
2. Understand professional responsibilities in relation to school policies and practices and in so doing to actively support and reinforce those policies
3. Be aware of the role and functions of the Governing body.
4. Set a good example, not only to the pupils they teach, but also to all other pupils in the school
5. Critically evaluate resources and teaching, using this knowledge to improve the quality of teaching and learning.

6. Establish effective working relationships with other professional colleagues, not only those within the school, but also those from outside agencies
7. Assist in the development of the School Curriculum in line with the School's Improvement Plan.
8. Assist in the maintenance of good discipline in and around the school.
9. Attend meetings within the constraints of directed time and contribute to the development of programmes of study, and any other relevant aspects of the life of the school.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others.
2. Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development – Personal

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan
3. Implement and develop pedagogic procedures introduced through school, local or government initiatives.
4. Implement the use of new technologies that enhance teaching and learning.
5. Carry out reflective practice exercises to move classroom practice, teaching and learning, forward.
6. Maintain a professional portfolio of evidence to support the Appraisal process
7. Contribute to the professional development of colleagues

SECTION 2 – SPECIFIC PASTORAL DUTIES

Support, Guidance, Monitoring and Reporting

1. Consider the pupils' welfare as paramount, and take action in accordance with the responsibility 'in loco parentis'.
2. Monitor the social progress of pupils, including the progress in PSHE lessons.
3. Use a counselling approach to help pupils explore thoughts, feelings and solutions to problems. (Restorative Practice)

Rewards and Sanctions

1. Reinforce and implement the Behaviour Policy.
2. Oversee the collation of records of all rewards and incidents of inappropriate behaviour relating to pupils in the class/school.

Liaising with Others

1. Consider carefully who is the most appropriate person to help in a specific situation and determining who should make contact, when and how.
2. Consider carefully issues of confidentiality when dealing with pupils, teachers, parents and outside agencies.
3. Inform appropriate learning and behaviour managers about social or behavioural issues relating to pupils.

4. Contact parents, if appropriate, after proper consultation with Assistant Headteacher or the Headteacher.
5. Be able to liaise with agencies responsible for pupils' welfare providing the appropriate accurate information.
6. Keep up-to-date with Child Protection Procedures and notify the DSL of any concerns about a child.

General Tasks

1. Set a prompt and structured start to the morning and afternoon sessions.
2. Ensure that the classroom is left tidy at the end of each lesson and to report damage promptly.
3. Participate in and deliver class assemblies, where required.
4. Attend the relevant assemblies as requested by the Headteacher.
5. Participate in the formulation and execution of Learning Policies.
6. Organise class participation in School events.

Administration: (Registration, Absences, Lateness)

1. Mark the register fully and accurately. Unexplained absences or patterns of absence should be reported immediately in accordance with the School Policy on Attendance.
2. Contribute to the monitoring of the pupils' attendance/absence and lateness records. The Headteacher will also contribute to this process.

Signed:- _____ Dated:- _____

Headteacher:- _____ Dated:- _____