

## Class-Teacher Job Description

<b>Post title</b>	Class Teacher
<b>Salary and grade:</b>	Main scale or threshold depending on experience + 1 SEN point, in line with school Pay and progression Policy and the <i>School Teachers' Pay and Conditions Document</i>
<b>Line manager/s:</b>	The Headteacher, Deputy Headteacher
<b>Supervisory responsibility:</b>	The postholder is responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities

### Overall purpose of the post

- To be responsible for the learning and achievement of all pupils in the designated pupil group, ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- To be a role model to pupil's, treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- To work proactively and effectively in collaboration and partnership with parents/carers, governors, other staff and external agencies in the best interests of pupils.
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- To lead and manage a subject area.

### Duties and responsibilities

All teachers are required to work within the statutory frameworks which set out their professional duties and responsibilities and in line with the current *School Teachers Pay and Conditions Document and Teacher Standards*

(2012). Teachers' performance will be assessed against the Standards as part of the Performance Management/Appraisal process relevant to their role and with regard to school policies and practice.

This post requires you to teach children as directed (e.g. a specific class group), and to share in the corporate responsibility for the education and welfare of all Billing Brook School pupils.

### Teaching

- Deliver the curriculum as relevant to the pupils you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils you teach
- Be aware of pupils' capabilities and their prior knowledge: plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
- Have and maintain a clear understanding of the needs of all pupils but with particular regard to their individual needs, special needs and individual learning profile; and be able to use and

evaluate appropriately targeted and differentiated teaching approaches, strategies and interventions to engage and support them

- Demonstrate an understanding of and take responsibility for promoting high standards
- When teaching early reading, demonstrate a clear understanding of appropriate teaching strategies
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils, monitoring their progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework, as appropriate and in line with school policy, and plan other out-of-class activities where appropriate to consolidate and extend the skills, knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for assessments
- Report progress to key stake holders including parents / carers throughout the school year

### **Behaviour and Safety**

- Provide a secure, happy and caring environment for all children in the class, ensuring the environment is purposeful and appropriately stimulating for pupils, rooted in mutual respect
- Establish a framework for pupil behaviour within a range of planned strategies and interventions relevant to each child's needs and learning profile
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary
- Be a positive role model and demonstrate consistently the attitudes, values and behaviour which are expected of pupils
- Have high expectations of behaviour, promoting self-knowledge and understanding, self-control and independence of all learners
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

### **Team working and collaboration**

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the pupils, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the professional development of other teachers and support staff including the induction of new teachers and the assessment of newly qualified teachers (as appropriate)
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil

- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

### **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*
- To take an active role in the daily management of the area of the school within which you work, together with an obligation towards maintaining the daily wellbeing, good order and discipline of the whole-school
- To lead and manage one National Curriculum Subject throughout the school
- Support the Leadership Team and Subject Leaders in staff development across the whole-school, and with particular reference to the part of the school within which you work, in order to promote the highest levels of staff performance and thereby enhance pupil outcomes.

### **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary, responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your Performance Management
- Proactively participate with arrangements made in accordance with the relevant Performance Management Regulations and school policy and practice.

### **Other**

- To have professional regard for the ethos, policies and practices of Billing Brook School, and maintain high standards in your own attendance and punctuality

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.