

Ursula Taylor Church of England School



Job Description

Job Title: Class Teacher

Reports to: Headteacher and Deputy Headteacher

Salary Range/ Contract: Teacher's Pay Scale (MPS) Full time, permanent contract. This post would be suitable for an ECT/.

Date: Contractual start date: 22.4.25 (After Easter – or earlier if possible)

Main Purpose:

To teach a class, working constructively as a member of staff within the whole school team.

To promote the ethos and values of our school, including our Christian Distinctiveness as a Church of England School.

To plan, teach, monitor, assess and evaluate the school curriculum and the progress and attainment of our children.

To share in the corporate responsibility for the well-being and individual needs of all pupils.

School Teacher's Professional Duties. (As reflected in the Teacher Standards)

The professional duties of a teacher shall include:

Teaching and Learning

1. To plan and prepare lessons using the knowledge of school policies, schemes of work and National Curriculum requirements for Key Stage 1 / Key Stage 2 as appropriate.
2. To teach allocated children by planning their teaching to achieve progression of learning through:
 - Identifying clear teaching objectives and success criteria
 - Setting tasks which challenge pupils and ensure high levels of interest
 - Demonstrating high expectations for all children, setting clear targets and building on prior attainment
 - Identifying and supporting SEND or very able pupils
 - Providing clear structures for lessons, maintaining pace, motivation and challenge
 - Making effective use of assessment and ensure coverage of programmes of study
 - Keep accurate, up to date and clear records of children's attainment and progress
 - Participate in arrangements for preparing children for standardised assessments, ensuring all requirements of recording and reporting are completed
 - Ensuring effective teaching and best use of available time
 - Maintaining discipline in accordance with the school's policies and procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
 - Using a variety of engaging teaching methods:
 - a. Including planning for effective progression and use of appropriate and challenging vocabulary
 - b. Using effective questioning and providing opportunities for assessment for learning
 - c. Providing positive feedback and clear next steps in line with the school's marking and feedback policy
 - d. Selecting appropriate learning resources and encouraging independent learning through choice and challenge
 - e. Providing cross curricular opportunities, including, the use of ICT and computing.

- Ensuring children acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own and others' teaching to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Paying due regard to local and national agenda which contribute to the shaping of the school vision
- Encouraging pupils to think and talk about their learning, develop resilience and independence
- Model, promote and encourage our school values, teaching children to take responsibility for themselves, resources and our environment
- Work as a member of the team, planning cooperatively, sharing information, ideas and expertise
- Consult and plan with Teaching support staff, SENCo and external advisory agencies as appropriate
- Maintain a stimulating, informative environment displaying and valuing children's work
- Maintain high standards of conduct and discipline and being fully aware of the responsibilities linked to Safeguarding and Child Protection
- Be flexible and willing to assume additional responsibilities, when deemed appropriate by the Headteacher, in line with the School Teacher's Pay and Conditions Document.

Communication

- Establish good relationships with parents and carers to promote children's learning and achievement
- Prepare and present informative and high quality reports for parents/carers
- Provide and contribute to oral and written assessments, reports and reviews relating to individual pupils and groups of pupils; e.g. in the context of SEND
- Attend and take a constructive part in staff meetings, Inset days and other school training sessions
- Contribute towards school assemblies and collective worship
- Be responsible for keeping up to date with school notices and bulletins
- Ensure that all accidents and behavioural incidents are properly recorded and reported
- Set high standards of punctuality, to be in class or on the playground to greet the children at the start of teaching sessions
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

Professional Responsibility

- Participate in arrangements for performance related appraisal
- Participate in arrangements for further training and professional development.

Subject leader Responsibility (Not applicable to Early Career Teachers)

- To be responsible for, alongside colleagues, a specified subject area, leading the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

In particular;

- a. To be responsible for monitoring standards and Teaching and Learning
- b. To be responsible for maintaining resources and advising other members of staff on the resources available and to monitor their use
- c. To order resources for the specified area of responsibility, following the procedures detailed in the schools Finance Manual
- d. To deliver relevant training which provides impact and opportunities for colleagues' professional development

Whole School Commitment

- To demonstrate a commitment to the full life of the school and to work with all members of staff to ensure the success of whole school initiatives and assemblies, displays, open evenings and other activities as they occur in the school

- To support and assist in the development of school policies
- To undertake, with all other members of staff, general responsibilities concerned with the day-to-day running of the school e.g. playground duties
- To be supportive of the school's extra-curricular activities, including the running of a club.

Class Teacher Job description

Updated December 2024