

Mary Swanwick Primary School

0.2 Teacher

Year 4

Job Description

**Purpose of the job**

To carry out duties in line with the current Teachers Pay and Conditions of Service document. To carry out delivery of the national curriculum and assist and contribute to all aspects of school life.

To work collaboratively with other teaching staff in the whole planning, preparation and assessment cycle also to teach whole classes which may include release time or during the short-term absence of other teachers.

To raise standards of achievement for all, by utilising advanced levels of knowledge and skills when planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

To enable children to make good progress in their learning by building upon the skills they have

when they join the school.

To assist all pupils to develop emotional security, self-belief and mature social skills.

To assist all children to develop a love of learning and an excitement about coming to school each day.

**Responsibilities of the job**

**A. Planning learning**

The class teacher should:

Plan rich and stimulating learning activities that achieve good progression in pupils’ understanding by:

* identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught
* setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning
* setting clear targets for pupils’ learning that build on prior attainment
* identifying pupils who:

- have special educational needs

- are high attainers

- are not yet fluent in English and providing additional support so that they are able to access age-appropriate learning

Ensure that all children have access to appropriate scaffolds so that all children are supported to access age-appropriate learning.

Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils’ attention.

Make effective use of assessment information on pupils’ attainment and progress when teaching and in planning future learning.

Plan opportunities to develop pupils’ spiritual, moral, social and cultural development.

Work effectively with the job-share teacher to maintain high standards and consistency in teaching and learning.

**B. Teaching and classroom management**

The class teacher should:

Ensure effective teaching of the whole class, and of groups and individuals within the whole class setting, so that learning objectives are met and pupils’ learning time is used efficiently.

Establish and maintain a purposeful learning atmosphere.

Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.

Evaluate their own teaching critically to improve effectiveness.

Encourage pupils to communicate and record their learning, develop self-control and independence, concentrate, persevere and listen attentively.

Be familiar with the Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code, create and review plans for pupils with identified special educational needs.

Establish a safe, clean and secure learning environment which promotes pupils’ confidence.

Evaluate their own teaching critically and use this to improve their effectiveness.

Use teaching methods which capture pupils’ interest and maintain their engagement through:

* offering rich, captivating learning activities
* setting the highest expectations for all pupils
* clearly establishing a purpose for learning, placing it within a context
* effective questioning that includes open and closed questions, together with the use of probing, supplementary questions
* providing frequent opportunities for pupils to learn through talk and interaction
* stimulating intellectual curiosity and communicating enthusiasm for learning
* matching the teaching approaches used to the learning and development area of the curriculum and the age of the pupils being taught
* modelling good language use to children
* modelling good social skills to children
* clear instruction, effective modelling and accurate explanation
* listening carefully to pupils, analysing their responses and responding constructively in order to take their learning forward
* selecting and making good use of ICT and other learning resources which enable learning objectives to be met
* providing opportunities to develop pupils’ wider understanding by relating their learning to ‘real life’.

**C. Monitoring, assessment, recording, reporting and accountability**

The class teacher should:

Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.

Provide accurate assessment criteria and next steps in learning.

Prepare and present informative reports to parents.

Maintain good organisation and accurate assessments so that they offer a clear record of pupils’ progress.

Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.

Understand the expected demands of pupils in relation to the expectations of the National Curriculum.

Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

**D. Mentoring, Supervision, Development and Administration**

The class teacher should:

Take personal responsibility for specific tasks as delegated by the Headteacher.

Be prepared to develop relevant skills and knowledge of school policies and practices.

Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Be responsible for the line management of teaching assistants in the classroom including offering information to shape their performance management.

Participate in administrative and organisational tasks related to the responsibilities described above.

Support students on placement.

Foster close relationships with parents/carers and the wider community. Assist them to support their child’s learning at home.

**The School Champions Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**