JOB DESCRIPTION: Teacher

**POST:** Classroom teacher

**GRADE:** Main Pay Scale

# PURPOSE OF POST To assist the Headteacher in all aspects of school life

# SUPERVISORY RESPONSIBILITIES

To whom:  Headteacher

**AREAS OF RESPONSIBILITY AND KEY TASKS**

**A *PLANNING, TEACHING AND CLASS MANAGEMENT, TO:***

Teach allocated pupils by planning their teaching to achieve progression of learning through:

* identifying clear teaching objectives and specifying how they will be taught and assessed;
* setting tasks which challenge pupils and ensure high levels of interest;
* setting appropriate and demanding expectations;
* setting clear targets, building on prior attainment;
* identifying the specific needs and interventions required for the children;
* providing clear structures for lessons maintaining pace, motivation and challenge;
* making effective use of assessment and ensuring coverage of programmes of study;
* ensuring effective teaching and best use of available time;
* monitoring and intervening to ensure sound learning and behaviour management;
* using a variety of learning and teaching methods and styles;
* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject;
* evaluating their own teaching critically to improve effectiveness;
* taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy;
* encouraging pupils to communicate about and record their learning, developing strategies for self-management and independence, concentration and perseverance, and attentive listening;
* using a variety of teaching strategies which involve planned adult interventions and first-hand experience;
* managing parents/carers and other adults as appropriate.

**B** ***MONITORING, ASSESSMENT, RECORDING, REPORTING - TO:***

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;

• mark and monitor pupils' work, give constructive feedback and share targets as required;

* assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* prepare and present informative reports to parents/carers.

**C** ***CURRICULUM RESPONSIBILITY - TO:***

* liaise with the Headteacher, staff, parents/carers and relevant outside agencies;
* efficiently manage a class/curriculum budget: -  prioritise, order and organise resources;
* keep curriculum policies and schemes up to date;
* monitor plans and practice and keep records to ensure the appropriate cover of policies with regard to progression, continuity, equality of opportunity and health and safety;
* develop and maintain a curriculum portfolio to demonstrate the effective implementation of policies and schemes (this should include end of year expectations, and examples of children’s work and/or photos and models);
* support other staff with their curriculum knowledge, planning, teaching, learning and assessment;
* develop the provision of extra-curricular activities and activities for the extended day for children.

**D**  ***OTHER PROFESSIONAL REQUIREMENTS - TO:***

* have a working knowledge of teachers' professional duties and legal liabilities;
* operate at all times within the stated policies, practices and ethos of the school;
* follow and ensure others comply with school and local policies and procedures for safeguarding, child  protection and health and safety;
* establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* endeavour to give every child the opportunity to reach their potential and meet high expectations;
* contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
* take responsibility for their own professional development and duties in relation to school policies and practices;
* establish and maintain effective working relationships with colleagues and parents/carers.

**E** ***GENERAL-TO:***

* take on specific tasks related to the day to day administration and organisation of the school;
* take on any additional responsibilities which might from time to time be determined.
* Upper Pay Spine teachers have a responsibility for making a significant contribution to the overall effectiveness of the school.

The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document and the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

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

**Signed Teacher:                                                                     Date:**

**Signed Head teacher:                                                         Date:**