



Stanbridge Primary School **Class Teacher Job Description**

Job Purpose: Under the reasonable direction of the Headteacher carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

All class teachers must demonstrate the standard of knowledge, understanding and skills set out in Circular 4/98, Annex A, as well as meeting the QTS Standards on a consistent basis.

Knowledge and Understanding

Class teachers must have:

- A detailed knowledge of the relevant aspects of the pupils' National Curriculum and other statutory requirements
- A secure knowledge and understanding of their subject(s)
- Understand progression of their subject, including KS1
- Cope securely with subject-related questions which pupils raise and know about pupils' common misconceptions and mistakes

Accountability

Class teachers are accountable to the Headteacher and appropriate subject leader for maintaining and developing their subject knowledge

Planning and Setting Expectations

Class teachers are responsible for:

- Identifying clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught
- Planning effectively to ensure that pupils have the opportunity to meet their potential, notwithstanding differences of race and gender, and taking account of the needs of pupils who are underachieving, or not yet fluent in English, making use of relevant information and specialist help where available
- Setting appropriate and demanding expectations for individual pupils' learning and motivation
- Setting clear targets for pupils' learning, building on prior attainment
- Identifying pupils who have Special Educational Needs and liaising with the SENCO in order to give positive and targeted support. Plan effectively where applicable to meet the needs of pupils with SEN, make appropriate contribution to the preparation, implementation, monitoring and review of IEPs. Implement and keep records on IEPs
- Taking account of ethnic and cultural diversity to enrich the curriculum and raise achievement

Accountability

Class teachers are accountable to the Headteacher and appropriate subject leader for curriculum planning. (For monitoring purposes, planning must be completed weekly.)

Teaching and Managing Pupil Learning

Class teachers are responsible for:

- Ensuring effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained and best use made of teaching time
- Using teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources
- Securing a good standard of pupil behaviour in the classroom by establishing appropriate rules and setting high expectations of discipline which pupils respect; act to pre-empt and deal with inappropriate behaviour in the context of the behaviour policy of the school. Through well-focused teaching establish positive and productive relationships with pupils.

Accountability

Class teachers are accountable to the Headteacher and appropriate subject leader for the standard of teaching and learning in their class.

Assessment and Evaluation

Class teachers are responsible for:

- Assessing how well learning objectives have been achieved and use this assessment for future teaching
- Contribute to class and school data analysis of individuals and groups of pupils
- Recognising the level that a pupil is achieving and making accurate assessments, independently, against attainment targets, and performance levels associated with other tests relevant to the subject or phase taught
- Marking and monitoring pupils' class work, providing constructive oral and written feedback, setting targets for pupils progress
- When applicable, understanding the demands expected of pupils in relation to the National Curriculum

Accountability

Class teachers are accountable to the assessment co-ordinator for providing agreed information and data.

Pupil Achievement and Personal Development and Attitudes to Learning

Class teachers are responsible for:

- Securing progress towards pupil targets
- Setting clear targets for improvement of pupils' achievement, monitoring pupils' progress towards those targets and using appropriate teaching strategies in the light of this, including, where appropriate, in relation to literacy, numeracy and other school targets
- Ensuring a positive learning environment, through motivation and the implementation of the school's behaviour policy

Accountability

Class teachers are accountable to the Headteacher for the achievement, personal development and attitudes to learning for the pupils in their class.

Relationships with Parents/Carers and the Wider Community

Class teachers are responsible for:

- Liaising effectively with pupils' parents/carers through informative oral and written reports on pupils' progress and achievement, discussing appropriate targets and encouraging them to support their childrens' learning, behaviour and progress
- Preparing and presenting informative circulars to parents each half term
- Understanding the need to liase with agencies responsible for pupils' welfare

Accountability

Class teachers are accountable to the Headteacher for providing agreed information to parents/carers and other agencies and to fostering good relationships.

Managing Own Performance and Development

Class teachers are responsible for:

- Understanding and taking responsibility for their own professional development, setting objectives for improvements and taking action to keep up to date with research and developments in pedagogy and in the subjects they teach
- Understanding the professional responsibilities in relation to and for implementing school policies and practices, including those dealing with bullying and racial harassment
- Setting a good example to the pupils they teach in their presentation and personal conduct
- Evaluating their own teaching critically and using this to improve their effectiveness

Accountability

Class teachers are accountable to the Headteacher/SMT member for achieving their performance targets.

Managing and Developing Staff and Other Adults

Class teachers must:

- Establish effective working relationships with all colleagues throughout the school
- Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of pupils' learning.

Managing Resources

Class teachers are responsible for:

- Selecting and making good resources, including textbooks, ICT and other learning resources which enable teaching objectives to be met, within budget restrictions.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder. **Note:** This job description is not your contract of employment nor 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.

Signed: _____ Date: _____